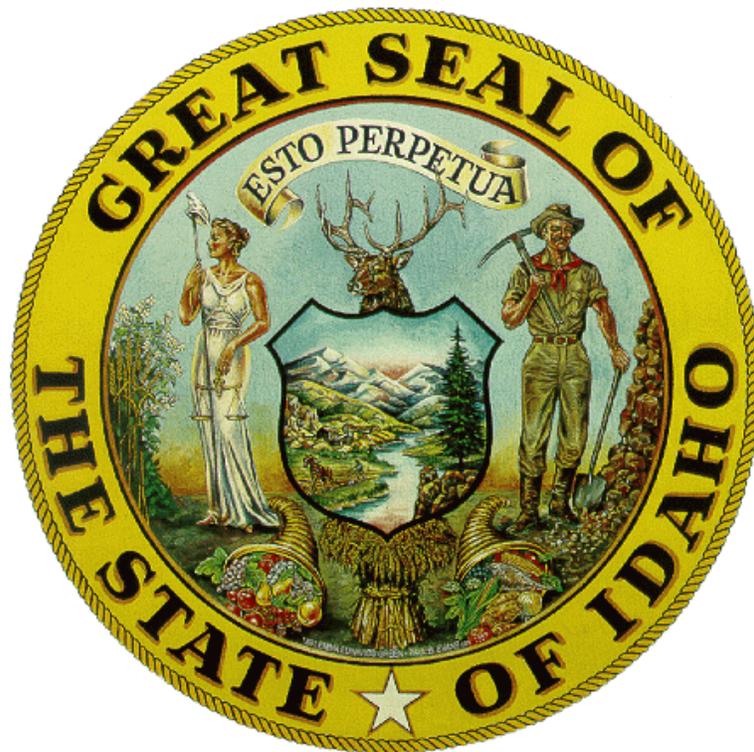


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

NOVEMBER 12, 2015



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve agenda for the November 12, 2015 Idaho HVAC Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD VIDEOCONFERENCE MEETING

**Division of Building Safety
1090 E. Watertower St., Ste. 150, Meridian
1250 Ironwood Dr., Ste. 220, Coeur d'Alene
2055 Garrett Wy., Bldg. 1, Ste. 4, Pocatello
dbs.idaho.gov - (208) 332-7137**

Thursday, November 12, 2015

9:30 a.m. - 3:30 p.m. (MT)

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

-
- 9:30 a.m.** **CALL TO ORDER** – Dan Brizee, Chairman
- Roll Call & Introduction
 - Open Forum

CONSENT AGENDA

1. Approval of the November 12, 2015 Agenda
2. Approval of the July 8, 2015 Board Meeting Minutes
3. Approval of the September 9, 2015 Special Board Meeting Minutes

ACTION AGENDA

4. **Administrative Appeals Hearing - John Nielsen**
 - a. **Doug Dishman - NOV HVC1506-0014**
5. **Schedule 2016 Board Meetings - Dan Brizee**

INFORMATIONAL AGENDA

6. Apprentices and Multiple Endorsements - Bruce Graham
7. Inspector Certification and Continuing Education - John Nielsen
8. Program Manager Report - John Nielsen
9. Compliance Program Supervisor Report - Terry Blessing
10. Operational Report - Steve Keys

11. Administrator Report - C. Kelly Pearce
 - a. Financial Report - Fred Sisneros

3:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 10/26/2015

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve minutes from the July 8, 2015 Idaho HVAC Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING**

Wednesday – July 8, 2015 – 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello
1118 F Street, Lewiston (DEQ)
650 Addison Avenue West, Suite 110, Twin Falls (DEQ)
900 North Skyline, Suite B, Idaho Falls (DEQ)**

***DRAFT MINUTES OF THE JULY 8, 2015 MEETING**

**NOTE: The following report is not a verbatim transcript of the discussions at the meeting,
but is intended to record the significant features of those discussions.**

Acting Chairman Ted Sermon called the meeting to order at 9:34 a.m. (MT).

Board Members Present:

Ted Sermon, Vice-Chairman
Bruce Graham
Bill Carter
Arlyn Tietz
Bill Vandegrift
Tim LaMott

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Bill Hatch, Public Information Officer
John Nielsen, HVAC Program Manager
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Compliance Program Supervisor
Chuck Knapp, Regional Supervisor, Region 1
Kevin Gellings, Regional Supervisor, Region 3
Adam Bowcutt, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Dan Brizee, Chairman

In the absence of Chairman Brizee, Vice-Chairman Sermon served as acting chairman at this meeting.

◆ **Recognition**

Arlyn Tietz was recognized for his years of service on the Board with a commemorative plaque.

◆ **Open Forum**

Water Heater Upgrades - Kenny Calkins, Treasure Valley Master Plumbers Association, asked for clarification on whether a licensed plumbing contractor can purchase an HVAC permit to install water heater and gas piping upgrades.

By statute, plumbing contractors can cross-over and install water heaters and boilers. If the job is within the Division's jurisdiction, the plumbing contractor would pull a plumbing permit. A mechanical permit would be required in other jurisdictions.

◆ **Approval of the July 8, 2015 Agenda**

MOTION: Bill Carter made a motion to approve the agenda as presented. Tim LaMott seconded. All in favor, motion carried.

◆ **Approval of the May 13, 2015 Board Meeting Minutes**

MOTION: Bruce Graham made a motion to approve the minutes as written. Bill Carter seconded. All in favor, motion carried.

◆ **Proposed Legislation--Title 54 Chapter 50**

An updated draft proposal on changes to Idaho Code § 54-50 was sent to the Board prior to the meeting. The Division would like to work towards instituting as much uniformity; i.e., licensing requirements, permit fees, etc., between the HVAC, Electrical and Plumbing Boards.

For the proposal to be presented at the 2016 legislative session, a legislative idea form would need to be submitted to the Governor's office prior to the legislative deadline. The Board was asked to endorse, in concept only, the draft. A special board meeting would be required to finalize the proposal.

The Acting-Chairman asked, and the City of Idaho Falls Representative Garrett Christoffersen offered, to provide notes/concerns about the proposal to the Deputy Administrator-Operations and Board.

MOTION: Tim LaMott made a motion that prior to the end of September, and upon review/approval of the Board, proposed legislation will be submitted to the Governor's office for the 2016 legislative session. Bill Carter and Bruce Graham seconded. All in favor, motion carried.

It was determined the Board will hold a special meeting on September 15th at 9:30 a.m. mountain time.

ACTION: The Division will schedule a special videoconference meeting for September 15th at 9:30 a.m. (MT)

Kenny Calkins requested a copy of the proposed legislation be sent to him.

ACTION: The DBS will provide an electronic copy of the proposal to Kenny Calkins.

◆ **Program Manager Report**

Training – In June, the Division provided training, to include a two-hour course on combustion air/flue sizing, to contractors in eastern Idaho.

Inspector Certification - The statute requires inspectors to be certified; however, the standard in which to get certified has never been established by the Board. The assumption has always been the code embodies the ICC; therefore, the Division has always relied on ICC certification for all inspectors in the state of Idaho.

The HVAC Program Manager suggested individuals be provided options; i.e., ICC, International Association Plumbing and Mechanical Officials, etc., in which to receive their certification.

The Idaho Association of Building Officials Representative Charlie Allen offered to provide, via email, a list of ideas to help identify/provide proper training.

In order to have a resource pool for inspectors on certification and continuing education courses, the Board was asked to provide qualified instructors/courses to the HVAC Program Manager.

ACTION: At a future board meeting, the HVAC Program Manager will bring additional information on qualified instructors/courses as it pertains to inspector certification and continuing education.

◆ **Operational Report**

Uniformity - This item was briefly discussed under topic *Proposed Legislation--Title 54 Chapter 50*. An outline of the licensure and fee requirements for each of the Division's programs will be provided to all board members. The Boards will review the information; providing input on ways the DBS can achieve uniformity.

Reorganization - The deputy administrators have traded with each other several of their responsibilities within the agency. The Deputy Administrator, Operations now supervises the Customer Resource Team (clerical staff) and the Deputy Administrator, Administration oversees the safety program, as well as school and government facilities.

Permits and Revenue - The percentages, year-to-date, for the state HVAC, electrical and plumbing permits and revenue versus the city of Meridian permits and revenue were provided. Currently, 40% of the HVAC program's revenue is from the city of Meridian.

◆ **Administrator Report**

Uniformity (Cont'd) - This item was briefly discussed under topic *Proposed Legislation--Title 54 Chapter 50*. The Administrator provided further similarities between the Electrical, HVAC and Plumbing Boards, as well as explained why uniformity is important.

Commercial Construction - Following are proposed, new and/or existing construction projects throughout the state of Idaho: Two major hotel projects, Ketchum; Sun Valley Lodge, Sun Valley; Scentsy manufacturing facility, Costco, temple and four multi-family housing projects, Meridian; Magnida plant, American Falls; Fort Hall gaming facility, Pocatello; Camping World facility, Idaho Falls; 19-story hotel tower and 14-story condominium tower, Coeur d'Alene.

Residential Construction - There has been a 14.4% increase in residential construction in the state of Idaho this calendar year versus the previous calendar year. On a per capita basis, Idaho is the fastest growing residential construction area in the United States.

Compliance Program – The Compliance Program Supervisor is currently traveling throughout the state meeting with inspectors, local jurisdictions and supervisors; ensuring everyone is notified and on-board with the Division’s new program.

Financial Report – The Idaho HVAC Board fund, FY 2015 financial statement as of May 31, 2015, was reviewed.

◆ **Adjournment**

MOTION: Bruce Graham made a motion to adjourn the meeting. Bill Carter seconded. All in favor, motion carried.

The meeting adjourned at 11:04 a.m. (MT).

TED SERMON, ACTING CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

These **DRAFT** minutes are subject to possible correction and final approval by the Idaho HVAC Board. 08/13/2015rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03

Minutes

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve minutes from the September 9, 2015 Special Idaho HVAC Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
SPECIAL TELECONFERENCE MEETING**

Wednesday - September 9, 2015 - 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

***DRAFT MINUTES OF THE SEPTEMBER 9, 2015 MEETING**

**NOTE: The following report is not a verbatim transcript of the discussions at the meeting,
but is intended to record the significant features of those discussions.**

Chairman Dan Brizee called the meeting to order at 9:31 a.m. (MT).

Board Members Present:

Dan Brizee, Chairman
Ted Sermon, Vice-Chairman
Bruce Graham
Bill Carter
Bill Vandegrift
John Smith

Board Members Present:

Tim LaMott

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Patrick Grace, Deputy Attorney General
Bill Hatch, Public Information Officer
John Nielsen, HVAC Program Manager
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Compliance Program Supervisor
Chuck Knapp, Regional Supervisor, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Members Absent:

Ron Whitney, Deputy Administrator-Administration

◆ **Proposed Legislation--Title 54 Chapter 50**

The purpose of this meeting is for the Board to vote to either approve or disapprove, in principle, the concepts outlined in the draft proposal.

The following concerns were discussed: 1) Refrigeration systems - 54-5003(10); 2) Journeymen versus workers - 54-5002(4); 3) Two-year limited journeyman license - 54-5003(3); and, 4) Supervision - 54-5012(4).

Board Member Vandegrift suggested an individual, employed by an owner/operator of a commercial property, be licensed as a mechanical journeyman rather than an unlicensed maintenance or construction worker.

Board Member Graham briefly mentioned multiple endorsements for apprentices; stating he would go into further detail at the November 12, 2015 Board meeting.

The Board was in agreement that a mechanical limited journeyman is not required, and all mention of it should be removed from the proposal.

MOTION: Ted Sermon made a motion to accept the draft proposal with the exceptions and corrections addressed at today's meeting. Bruce Graham seconded. A vote was called. John Smith, aye; Bill Vandegrift, aye; Bruce Graham, aye; Bill Carter, aye; Ted Sermon, aye; and Dan Brizee, aye. All in favor, motion carried.

The Chairman asked the Administrative Assistant/Board Secretary to contact Board Member Graham for further information on the topic *Apprentices and Multiple Endorsements*, which will be on the November 12, 2015 agenda as an informational item.

ACTION: The topic *Apprentices and Multiple Endorsements* will be placed as an informational item on the November HVAC Board meeting agenda.

◆ **Adjournment**

Chairman Brizee adjourned the meeting at 10:23 a.m. (MT).

DAN BRIZEE, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 09/21/2015rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04a

Doug Dishman - NOV HVC1506-0014

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Administer a ruling on Doug Dishman's appeal - NOV HVC1506-0014

ACTION: Affirm, reject, decrease or increase the imposed penalties.

BACKGROUND: The Notice of Violation (NOV) was issued based upon proposed violations to IDAPA 07.07.01.070.03 "Certification or Registration" and 07.07.01.070.06 "Fees and Permits".

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Documentation from Doug Dishman and the DBS.





Building a Safer Idaho

C.L. "BUTCH" OTTER
Governor
C. Kelly Pearce
Administrator

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Main # 1-800-955-3044
Fax # 1-877-810-2840
dbs.idaho.gov

October 26, 2015

CERTIFIED MAIL
RECEIPT NO. 7007 0710 0002 8004 3287

Doug Dishman
2424 West 3000 North
Arco, ID 83213

Dear Mr. Dishman:

This is to inform you that your appeal hearing for Notice of Violation HVC1506-0014 is scheduled before the Idaho HVAC Board on Thursday, November 12, 2015, at the Division of Building Safety. The meeting will be held at 1090 East Watertower Street, Suite 150, Meridian, as well as via videoconference at the Division's other Idaho offices: 1250 Ironwood Drive, Suite 220, Coeur d'Alene; and 2055 Garrett Way, Building 1, Suite 4, Pocatello.

Enclosed for your information is a tentative agenda for the Board meeting. This appeal is your opportunity to address the Board in regard to your issues and objections of the Notice of Violation. Your appeals presentation has been scheduled (*tentatively*) at 9:30 a.m. (MT). The Board and Division appreciate your acknowledgement of the time given as there are many issues for the Board to address and discuss.

Please contact me at (208) 332-7137 or renee.bryant@dbs.idaho.gov to confirm whether you plan to attend the public meeting in person at the Division's Meridian office, appear via videoconference at either the DBS Pocatello or Coeur d'Alene office or need a teleconference call set up to address the Board.

If you have any questions, don't hesitate to contact me.

Sincerely,

COPY

ORIGINAL SENT
CERTIFIED MAIL

RENEE BRYANT
Administrative Assistant 2/Board Support

Enclosure

- c: C. Kelly Pearce, Administrator
- Steve Keys, Deputy Administrator, Operations
- Patrick Grace, Deputy Attorney General
- John Nielsen, HVAC Program Manager
- Idaho HVAC Board Members



State of Idaho
DIVISION OF BUILDING SAFETY

Exhibit B

Building a Safer Idaho

C.L. "BUTCH" OTTER
Governor
C. Kelly Pearce
Administrator

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
1-800-955-3044
dbs.idaho.gov

7/22/2015

Doug Dishaman
2424 W 3000 N
ARCO, ID 83213

CERTIFIED MAIL RECEIPT NO: 7013 2630 0000 7685 4790
CASE ADDRESS: 2424 W 3000 N, ARCO, ID 83213
CASE NO.: HVC1506-0014

Dear Doug Dishaman:

The Division of Building Safety has issued a Civil Penalty to you on 6/18/2015, for the following violations:

HVC Unlicensed Individual Except as provided by Section 54-1001, Idaho Code, any person performing HVAC work as an HVAC journeyman as defined by Section 54-5003(4), Idaho Code, specialty journeyman as defined by Section 54-5003(7), Idaho Code, apprentice as defined by Section 54-5003(2), Idaho Code, or a specialty apprentice as defined by Section 54-5003(5), Idaho Code, without a valid certification or registration shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

HVC Failure to Permit or Pay Fees Any person failing to pay applicable fees or properly post an HVAC permit shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

Pursuant to Idaho Code §54-5005, you are hereby assessed a civil penalty, as established by the above administrative rule, in the amount of \$100.00 for this violation. **The civil penalty is due and payable within ten (10) days of receipt of this letter.** You may contest the penalty by submitting a deposit in the amount of the penalty along with a written notice requesting an appeals hearing. The request for appeal form is included with this letter. **The request for appeal must be postmarked no later than ten (10) days from receipt of this letter.** Appeal proceedings will be conducted in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code and the Idaho Rules of Administrative Procedure of the Attorney General, IDAPA 04.11.01. Any party aggrieved by the final action of the Board shall be entitled to judicial review thereof in accordance with the provision of Idaho Code, Chapter 52, Title 67.

If you have any questions regarding this matter, please contact the Division of Building Safety at (800) 955-3044.

Respectfully,

Brandee Pasborg
Inspector Support



State of Idaho
DIVISION OF BUILDING SAFETY

Exhibit C

C.L. "BUTCH" OTTER
Governor
C. Kelly Pearce
Administrator

RECEIVED

AUG 13 2015

DIVISION OF BUILDING SAFETY

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
Ph: 1-800-955-3044
Fax 1-877-810-2840
dbs.idaho.gov

NOTICE OF VIOLATION APPEAL REQUEST

Any appeal, if you choose to appeal, must be sent to the Division of Building Safety no later than 10 days after receiving the Notice of Violation.

NAME: Doug Dishman

CASE NO: HVC1506-0014

REASON FOR APPEAL: *Provide a detailed report of why you are appealing and attach any necessary documentation that would support your case. You may attach additional sheets of paper if needed. The request may be faxed to 877-810-2840 or emailed to: customer.service@dbs.idaho.gov If you fax or email your appeal, please complete and include a credit card authorization form, available at: http://dbs.idaho.gov/forms/general/dbsCC_Auth.pdf*

NOTE: ANY APPEAL MUST BE ACCOMPANIED WITH THE CIVIL PENALTY AS A DEPOSIT

I had Lisenced Plumber and Electrician
And fire Company do the work.
When the County building
inspector was at the building he
did not say I needed a permit
for the hood, all he said it
needed a fire suppression
This project is now canceled
and all equipment is being sold
Doug Dishman Doug Dishman 8/8/15
PRINTED NAME SIGNATURE DATE

Rev 1/28/2013



State of Idaho
DIVISION OF BUILDING SAFETY

Building a Safer Idaho

C.L. "BUTCH" OTTER
Governor
C. Kelly Pearce
Administrator

1090 East Watertower Street, Suite 150
Meridian, Idaho 83642
1-800-955-3044
dbs.idaho.gov

7/22/2015

Doug Dishaman
2424 W 3000 N
ARCO, ID 83213

RECEIVED
AUG 13 2015

CERTIFIED MAIL RECEIPT NO: 7013 2630 0000 7685 4790
CASE ADDRESS: 2424 W 3000 N, ARCO, ID 83213
CASE NO.: HVC1506-0014

DIVISION OF BUILDING SAFETY

Dear Doug Dishaman:

The Division of Building Safety has issued a Civil Penalty to you on 6/18/2015, for the following violations:

HVC Unlicensed Individual Except as provided by Section 54-1001, Idaho Code, any person performing HVAC work as an HVAC journeyman as defined by Section 54-5003(4), Idaho Code, specialty journeyman as defined by Section 54-5003(7), Idaho Code, apprentice as defined by Section 54-5003(2), Idaho Code, or a specialty apprentice as defined by Section 54-5003(5), Idaho Code, without a valid certification or registration shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

HVC Failure to Permit or Pay Fees Any person failing to pay applicable fees or properly post an HVAC permit shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

Pursuant to Idaho Code §54-5005, you are hereby assessed a civil penalty, as established by the above administrative rule, in the amount of \$100.00 for this violation. **The civil penalty is due and payable within ten (10) days of receipt of this letter.** You may contest the penalty by submitting a deposit in the amount of the penalty along with a written notice requesting an appeals hearing. The request for appeal form is included with this letter. The request for appeal must be postmarked no later than ten (10) days from receipt of this letter. Appeal proceedings will be conducted in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code and the Idaho Rules of Administrative Procedure of the Attorney General, IDAPA 04.11.01. Any party aggrieved by the final action of the Board shall be entitled to judicial review thereof in accordance with the provision of Idaho Code, Chapter 52, Title 67.

If you have any questions regarding this matter, please contact the Division of Building Safety at (800) 955-3044.

Respectfully,

Handwritten signature of Brandee Pasborg in cursive.

Brandee Pasborg
Inspector Support

TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

***IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING***

**Division of Building Safety
1090 E. Watertower St., Ste. 150, Meridian
1250 Ironwood Dr., Ste. 220, Coeur d'Alene
2055 Garrett Wy., Bldg. 1, Ste. 4, Pocatello
dbs.idaho.gov - (208) 332-7137**

Thursday, November 12, 2015

9:30 a.m. - 3:30 p.m. (MT)

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

-
- 9:30 a.m. CALL TO ORDER – Dan Brizee, Chairman**
- o Roll Call & Introduction
 - o Open Forum

CONSENT AGENDA

1. Approval of the November 12, 2015 Agenda
2. Approval of the July 8, 2015 Board Meeting Minutes
3. Approval of the September 9, 2015 Special Board Meeting Minutes

ACTION AGENDA

4. Administrative Appeals Hearing - John Nielsen
 - a. Doug Dishman - NOV HVC1506-0014
5. Schedule 2016 Board Meetings - Dan Brizee

INFORMATIONAL AGENDA

6. Apprentices and Multiple Endorsements - Bruce Graham
7. Inspector Certification and Continuing Education - John Nielsen
8. Program Manager Report - John Nielsen
9. Compliance Program Supervisor Report - Terry Blessing
10. Operational Report - Steve Keys

11. Administrator Report - C. Kelly Pearce
 - a. Financial Report - Fred Sisneros

3:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 10/26/2015

7007 0710 0002 8004 3287

| | |
|--|----------------------|
| U.S. Postal Service <small>TM</small> | |
| CERTIFIED MAIL <small>TM</small> RECEIPT | |
| <i>(Domestic Mail Only; No Insurance Coverage Provided)</i> | |
| For delivery information visit our website at www.usps.com | |
| OFFICIAL USE | |
| Postage | \$ |
| Certified Fee | |
| Return Receipt Fee (Endorsement Required) | |
| Restricted Delivery Fee (Endorsement Required) | |
| Total Postage & | |
| Sent To | DOUG DISHMAN |
| Street, Apt. No., or PO Box No. | 2424 WEST 3000 NORTH |
| City, State, ZIP+4 | ARCO ID 83213 |
| PS Form 3800, August 2006 | |
| See Reverse for Instructions | |

10/26/15

Postmark
Here

Exhibit E

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Doug Dishaman
2424 W 3000 N
Arco, ID 83213

HVC1506-0014

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
 X *Doug Dishaman*

B. Received by (Printed Name) C. Date of Delivery
 8/5

D. Is delivery address different from Item 1? Yes
 If YES, enter delivery address below: No

RECEIVED
AUG 10 2015
 DIVISION OF BUILDING SAFETY

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

2. Article Number (Transfer from service label) **7013 2630 0000 7685 4790**

Case Details

Case Number HVC1506-0014
As of 10/26/2015

Exhibit F

Type / Subtype
NOV / HOMEOWNER

Case Name
Failure to Permit or Pay Fees

Officer
ROBERT CRISPIN

Status
APPEAL

Site Address
2424 W 3000 N

City, State Zip
ARCO, ID 83213

Opened 6/18/2015 RCRI
Closed
Last Action 8/13/2015 BP
Follow Up

Site APN
TMP6692

Description
(6/18/2015 12:01 PM RCRI)
Doug Dishaman owner KOA Campground Arco, Idaho installed a commercial kitchen grease hood and exhaust system without pulling the required permit and paying permit fees. All commercial installations shall be performed by a licensed contractor, permitted and inspected through the contractors license.

ADDITIONAL SITES

| APN | Address |
|---------------------|---------|
| No Additional Sites | |

CHRONOLOGY ACTIONS

| TYPE OF ACTION ACTION BY | ACTION DATE | COMPLETION DAT |
|---|-------------|----------------|
| PAYMENT RECEIVED BRANDEE PASBORG (8/13/2015 3:59:44 PM BP) Action Created | 8/13/2015 | |
| CERTIFIED MAIL KALLEEN STREEPER (8/11/2015 9:50:44 AM KST) Action Created (8/11/2015 9:50 AM KST) Cert Mail receipt received. Scanned and saved into Docushare. | 8/11/2015 | 8/11/2015 |
| CIVIL PENALTY BRANDEE PASBORG (7/22/2015 10:44:31 AM BP) Action Created (7/22/2015 10:44 AM BP) CP Letter sent, saved in docushare | 7/22/2015 | 7/22/2015 |
| REVIEWED TERRY BLESSING (7/10/2015 12:17:50 PM TBL) Action Created (7/10/2015 12:17 PM TBL) ok to process 100.00 fine for unlicensed individual | 7/10/2015 | 7/10/2015 |
| SENT FOR REVIEW BRANDEE PASBORG (7/10/2015 11:21:11 AM BP) Action Created (7/10/2015 11:21 AM BP) Sent to Terry Blessing for review, no prior history | 7/10/2015 | 7/10/2015 |
| REVIEWED JOHN NIELSEN (7/8/2015 1:25:31 PM JNIE) Action Created | 7/8/2015 | |
| (7/8/2015 1:26 PM JNIE) HO can not pull a permit for a commercial job so please void failure to permit and access \$100 penalty for unlicensed individual | | |
| SENT FOR REVIEW BRANDEE PASBORG (7/7/2015 2:51:13 PM BP) Action Created (7/7/2015 2:51 PM BP) Sent to John Nielsen for review, no prior history. | 7/7/2015 | 7/7/2015 |
| REVIEWED ADAM BOWCUTT (7/2/2015 7:35:15 AM ABO) Action Created | 7/2/2015 | |

(7/2/2015 7:35 AM ABO)
 approved
 SENT FOR REVIEW 7/1/2015 7/1/2015
 BRANDEE PASBORG
 (7/1/2015 11:28:18 AM BP) Action Created
 (7/1/2015 11:28 AM BP)
 Sent to Adam Bowcutt for review, no prior history

Exhibit F

CONTACTS

| CONTACT TYPE | NAME | ADDRESS | CITY, STATE, ZIP | PHONE | FAX | EMAIL |
|--------------|---------------|---------------|------------------|-------|-----|-------|
| APPLICANT | Doug Dishaman | 2424 W 3000 N | ARCO ID 83213 | | | |
| OWNER | Doug Dishaman | 2424 W 3000 N | ARCO ID 83213 | | | |
| OFFENDER | Doug Dishaman | 2424 W 3000 N | ARCO ID 83213 | | | |

FEES

| DESCRIPTION OF FEE | DATE PAID | PAID BY | PAY METHOD | ACCOUNT |
|--------------------|-----------|---------------|------------|---------|
| QUANTITY | AMOUNT | | | |
| HVC | 8/13/2015 | Doug Dishaman | TRUST ACCT | |
| | \$100 | | | |

INSPECTIONS

| TYPE OF INSPECTION | SCHEDULED DATE | COMPLETED DATE |
|--------------------|----------------|----------------|
| INSPECTOR | RESULT | REMARKS |
| NO ACTIVITY | | |

LINKED CASES

| CASE NUMBER | DATE OPENED | DATE CLOSED |
|------------------|-------------|-------------|
| OFFICER ASSIGNED | STATUS | |
| HVC1506-0014 | 6/18/2015 | |
| ROBERT CRISPIN | APPEAL | |

VIOLATIONS

| TYPE OF VIOLATION | DATE OBSERVED | DATE CORRECTED |
|---------------------------|---------------|----------------|
| REMARKS | STATUS | LOCATION |
| HVC Unlicensed Individual | 7/8/2015 | |

Except as provided by Section 54-1001, Idaho Code, any person performing HVAC work as an HVAC journeyman as defined by Section 54-5003(4), Idaho Code, specialty journeyman as defined by Section 54-5003(7), Idaho Code, apprentice as defined by Section 54-5003(2), Idaho Code, or a specialty apprentice as defined by Section 54-5003(5), Idaho Code, without a valid certification or registration shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

HVC Failure to Permit or Pay Fee 6/17/2015

Any person failing to pay applicable fees or properly post an HVAC permit shall be subject to a civil penalty of not more than two hundred dollars (\$200) for the first offense and a civil penalty of not more than one thousand dollars (\$1000) for each offense thereafter.

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05

Schedule 2016 Board Meetings

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Schedule board meetings for 2016.

ACTION: Vote to accept, reject or modify the 2016 meeting dates as proposed under *Background*.

BACKGROUND: The following 2016 dates were selected for the Board's consideration:

February 10th (Wednesday), May 11th (Wednesday), July 6th (Wednesday), and November 9th (Wednesday)

PROCEDURAL HISTORY:

ATTACHMENTS: 2016 Board Meeting Calendar

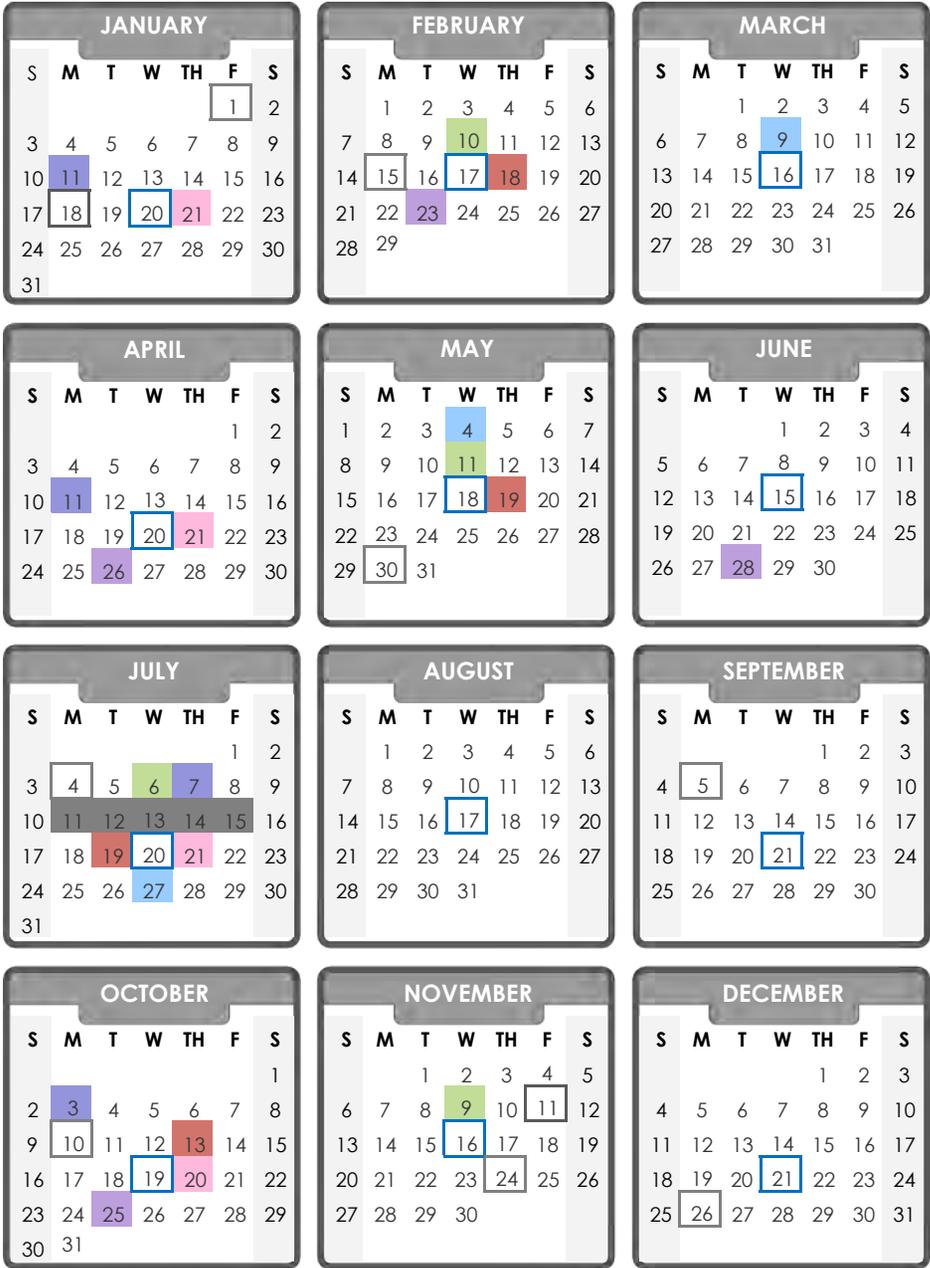


DBS BOARD MEETINGS - 2016

2016

Board Meetings will be held at each
 Division of Building Safety regional office
 either in person or through video conferencing

| | | |
|---|--|---|
| 1090 E WATERTOWER ST SUITE 150 MERIDIAN, ID 83642 | 1250 IRONWOOD DR SUITE 220 COEUR D'ALENE, ID 83814 | 2055 GARRETT WAY BLD 1, SUITE 4 POCATELLO, ID 83201 |
|---|--|---|



| | |
|--|--------------------------------------|
| Idaho Building Code Board meetings begin at 9:30 am (mt) | FEB 23 APR 26 JUN 28 OCT 25 |
| Idaho Electrical Board meetings begin at 9:30 am (mt) | JAN 21 APR 21 JUL 21 OCT 20 |
| Idaho HVAC Board meetings begin at 9:30 am (mt) | FEB 10 MAY 11 JUL 6 NOV 9 |
| Manufactured Housing Board meetings begin at 9:30 am (mt) | |
| Modular Building Advisory Board meetings begin at 9:30 am (mt) | MAR 9 MAY 4 JUL 27 |
| Idaho Plumbing Board meetings begin at 9:30 am (mt) | FEB 18 MAY 19 JUL 19 OCT 13 |
| Public Works Contractors Licensing Board meetings begin at 9:30 am (mt) | JAN 11 APR 11 JUL 7 OCT 3 |

Holidays outlined & highlighted in gray
 Management meetings outlined in blue
 Unavailable dates blacked out

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 06

Apprentices and Multiple Endorsements

PRESENTER: Bruce Graham, Board Member

OBJECTIVE: Apprentices to acquire multiple endorsements.

ACTION: Informational

BACKGROUND: September 2015 - Rather than require apprentices to be under the constant supervision of a journeyman, it was suggested apprentices be allowed to obtain multiple endorsements. An apprentice with multiple endorsements would be able to retain an apprenticeship card indefinitely; working in a specific area of the trade they currently perform.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07 Inspector Certification and Continuing Education

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: Establish a state regulated certification process for inspectors.

ACTION: Informational

BACKGROUND: July 2015 - The statute requires inspectors to be certified; however, the standard in which to get certified has never been established by the Board. The assumption has always been the code embodies the International Code Council (ICC); therefore, the Division has always relied on ICC certification for all inspectors in the state of Idaho.

The HVAC Program Manager suggested individuals be provided options; i.e., ICC, International Association Plumbing and Mechanical Officials (IAPMO), etc., in which to receive their certification.

Charlie Allen, Idaho Association of Building Officials (IDABO) Representative, offered to provide, via email, a list of ideas to help identify/provide proper training.

In order to have a resource pool for inspectors on certification and continuing education courses, the Board was asked to provide qualified instructors/courses to the HVAC Program Manager.

ATTACHMENTS: Current ICC and IAPMO inspector certification requirements.





Code Development Membership Education Training and Certification Publications Events About Us Industry Links Contact Us What's New

Search

IAPMO > Renew Certification

- Members Only
- Why Become a Member
- Join IAPMO
- How We Help You
- Contact Field Manager
- Field Services Assistance
- Ask A Code Question
- IAPMO Certified Professionals Search
- Government Relations
- Accredited Green Plumbers Training
- Job Bank
- Uniform Codes Questions & Answers
- Product Listing Directory

Renew Certification

An IAPMO certification is a significant professional accomplishment which is why it is critical you commit to continuous self development by participating in Certification Renewal. You will expand your knowledge, validate your technical expertise, and realize personal satisfactions from the effort.

Renewal Options and Applications

There are two separate and distinct options to renew your certifications. You can

- Take a renewal examination (Option 1), or
- Participate in Career Development Activities (Option 2)

Option 1. Renewal Examinations

If you are seeking to renew one or more certifications, one option is to take an examination for each certification. Each certification category has an "UPDATE" exam based on the most current edition of the code and applicable standards that can be taken to renew your certification. Only one certification can be renewed per renewal examination.

Option 1 Renewal Fees: One Update Exam per Certification \$75

[To renew with an update exam, click here](#)

Option 2. Career Development Activities

Another option for renewing your certification is to participate in career development activities provided by or recognized by IAPMO.

A total of 1.5 CEUs per certification are needed to renew. For example, if you are renewing three total certifications, you would need a total of 4.5 CEUs. For each certification, only 1.0 of your 1.5 CEUs may be derived from the same type of activity.

Acceptable activities and available CEUs are listed below.

| | ACTIVITY | CEU |
|----|---|--------------------------------------|
| A. | Attending code development hearings | 0.1 for each clock hour, 1.0 maximum |
| B. | Attending technical training in the specific discipline, <u>delivered by IAPMO or an approved provider*</u> | 0.1 for each clock hour, 1.0 maximum |
| C. | Taking self study courses in a related discipline <u>offered by IAPMO or by an approved provider*</u> | 0.1 for each clock hour, 1.0 maximum |
| D. | Taking a course related to your renewal discipline by an accredited academic institution* | 0.1 per class hour, 1.0 maximum |
| E. | Attending Employer Training as a governmental employee in a Building Department | 0.1 each clock hour, 1.0 maximum |
| F. | Serving as an instructor of a Course in a related discipline. | 0.1 per course, 1.0 maximum |
| G. | Publication of an article related to the renewal discipline | 0.1 per article, 1.0 maximum |
| H. | Attending training delivered by an <u>IAPMO chapter</u> who is recognized as an approved provider by IAPMO | 0.1 for each clock hour, 1.0 maximum |

Option 2 Renewal Fees: Each certification \$35 CEUs Required 1.5

Are you in need of additional CEUs to complete your IAPMO renewal under Option 2? [IAPMO's Online Learning Center](#) offers



Certification Renewal Bulletin

PUBLISHED April 27, 2015

This edition supersedes all previous bulletin editions

**International Code Council
Certification and Testing Department
Western Regional Office
3060 Saturn St., Ste. 100
Brea, CA 92821-1732**

**1-888-ICC-SAFE (422-7233), ext. 3219
www.iccsafe.org/renewals**

Why renewing your certification is critical:

You are among a select group of individuals nationwide who have attained high credibility and recognition through the Certification program. Renewing your certificates will allow you to retain this professional stature.

Certification renewal:

Certifications are valid for three years. Certificates must be renewed on or before the expiration date (when they become inactive) to be current. A few months prior to the time when your renewal is due, ICC will send a courtesy renewal notice to your last known address. If for any reason you do not receive this notice, you may obtain renewal information specific to your certification from the ICC website. Please note: you are responsible for renewing your certifications, whether or not you receive a renewal notice from ICC.

Accruing CEUs:

During the three-year period prior to the renewal application date, you must accrue the number of continuing education units (CEUs) required for your certificate. Renewal is achieved by participating in continuing education and professional development activities. For example, a seminar you attended to earn CEUs must have been within three years prior to the renewal date. You must keep documents and records of each activity during the three-year renewal period.

Continuing Education and Professional Development Activities for Certification Renewal

Recertification Continuing Education Units (CEUs) Certification Renewal Application Date—January 2015—December 2015

| Number of Certifications Being Renewed | Total Number of CEUs Required | Min. Number of CEUs Required Through ICC or PPN Training (20% of total) |
|--|-------------------------------|---|
| 1 | 1.5 | 0.3 |
| 2 through 5 | 3.0 | 0.6 |
| 6 through 10 | 4.5 | 0.9 |
| 11 or more | 4.5 | 0.9 |
| Master Code Professional | 4.5 | 0.9 |

* CBO or CFM requires 6.0 CEUs

Residential Inspection

B1 Residential Building Inspector
E1 Residential Electrical Inspector
P1 Residential Plumbing Inspector
M1 Residential Mechanical Inspector
R5 Residential Combination Inspector

Commercial Inspection

B2 Commercial Building Inspector
E2 Commercial Electrical Inspector
P2 Commercial Plumbing Inspector
M2 Commercial Mechanical Inspector
C5 Commercial Combination Inspector

Plans Examiner

B3 Building Plans Examiner
E3 Electrical Plans Examiner
P3 Plumbing Plans Examiner
M3 Mechanical Plans Examiner
R3 Residential Plans Examiner
RF Residential Fire Sprinkler Inspector/PE
C3 Combination Plans Examiner

Energy Inspection/Plans Examiner

77 Commercial Energy Inspector
78 Commercial Energy Plans Examiner
79 Residential Energy Inspector/Plans Examiner
CE Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1

Green

GC IgCC Inspector/Plans Examiner w/ ASHRAE 189
G1 Green Building—Residential Examiner

Fire

66 Fire Inspector I
67 Fire Inspector II
F3 Fire Plans Examiner
FM Certified Fire Marshal (CFM)
CA Commercial Fire Alarm Inspector
CN Commercial Fire Alarm Plan Examiner I
CR Commercial Fire Alarm Plans Examiner II
CF Commercial Fire Sprinkler Inspector
CP Commercial Fire Sprinkler Plans Examiner

Special Inspector

49 Reinforced Concrete Special Inspector
48 Reinforced Concrete Special Inspector Associate
NOTE: ACI Field Technician Grade 1 must be current for 48 or 49
92 Prestressed Concrete Special Inspector
S1 Structural Steel and Bolting Special Inspector
S2 Structural Welding Special Inspector
86 Spray-applied Fireproofing Special Inspector
84 Structural Masonry Special Inspector
EC Soils Special Inspector
MI Master of Special Inspection

Code Enforcement

14 Permit Technician
21 Accessibility Inspector/Plans Examiner
75 Zoning Inspector
64 Property Maintenance and Housing Inspector
C1 Coastal and Floodplain Construction Inspector
DR Disaster Response Inspector
FG Fuel Gas Inspector

General Inspection

B5 Building Inspector
E5 Electrical Inspector
P5 Plumbing Inspector
M5 Mechanical Inspector
C8 Combination Inspector (Bldg, Elect, Plbg, Mech)

Code Official and Code Specialist

T6 Permit Specialist (PS)
CB Certified Building Official (CBO)
B6 Certified Building Code Official (CBCO)
E6 Certified Electrical Code Official (CECO)
P6 Certified Plumbing Code Official (CPCO)
M6 Certified Mechanical Code Official (CMCO)
H6 Certified Housing Code Official (CHCO)
F6 Certified Fire Code Official (CFCO)
G8 Energy Code Specialist
MP Master Code Professional

** Requires current Property Maintenance and Housing Inspector and Zoning Inspector certification to renew; no additional CEUs required

*** Requires current Property Maintenance and Housing Inspector or Zoning Inspector certification, and Legal/Management module to renew; no additional CEUs required

Legacy

34 Plumbing Inspector UPC
44 Mechanical Inspector UMC
50 Combination Inspector—Uniform Codes
56 Combination Dwelling Inspector—Uniform Codes
57 Light Commercial Combination Inspector—Uniform Codes
F1 Fire Prevention Inspector I—NFPC
F2 Fire Prevention Inspector II—NFPC
N7 Building Fire Protection Inspector
N8 Building Fire Protection Plans Examiner
97 Elevator Inspector
85 Structural Steel & Welding Special Inspector
88 Reinforced Concrete Special Inspector—Legacy
89 Prestressed Concrete Special Inspector—Legacy
EA Commercial Energy Inspector w/ASHRAE 90.1
EB Commercial Energy PE w/ASHRAE 90.1
G2 IgCC Commercial Inspector
G3 IgCC Commercial Inspector w/ASHRAE 189.1
G4 IgCC Plans Examiner
G5 IgCC Plans Examiner w/ASHRAE 189.1

State-specific and Specialty

N2 New Jersey Commercial Plumbing Inspector
N3 New Jersey Plumbing Plans Examiner
MR Minnesota Residential Plumbing Inspector
MC Minnesota Commercial Plumbing Inspector
FR Florida Roofing Inspector
L1 Louisiana Residential Plumbing Inspector
L2 Louisiana Commercial Plumbing Inspector
L3 Louisiana Plumbing Plans Examiner
I1 California Commercial Building Inspector
I2 California Commercial Electrical Inspector
I3 California Commercial Plumbing Inspector
I4 California Commercial Mechanical Inspector
I5 California Commercial Combination Inspector
I6 California Building Plans Examiner
I8 Combination Inspector—California Codes
J1 California Residential Building Inspector
J2 California Residential Electrical Inspector
J3 California Residential Plumbing Inspector
J4 California Residential Mechanical Inspector
J5 California Residential Combination Inspector
CX CAL Green Plans Examiner
CG CAL Green Inspector
76 ICC/AACE Code Enforcement Officer **
73 ICC/AACE Code Enforcement Administrator ***

Note: Holding certification or renewing certification in the "General" Inspection category does not qualify you to automatically receive certification in the "Residential" and/or "Commercial" Inspection categories.

2

Renewal Fees for All Certificates (including Legacy certificates)

| Number of Certificates | Member | Non-Member |
|------------------------|----------|------------|
| 1 | \$75 | \$87.50 |
| 2 through 5 | \$87.50 | \$100 |
| 6 through 11 | \$100 | \$112.50 |
| 11 or more | \$112.50 | \$125 |
| Reinstatement fee | \$93.75 | \$125 |

| Options for CEU Accrual | | |
|--|---|---|
| Part 1: Options that qualify for the minimum percentage (20%) of ICC or PPN Training (these options can be used for up to 100% of CEUs if desired) | | |
| Option | Activity | CEUs |
| 1 | Participation as a student or instructor in an on-site seminar or technical session delivered by ICC, including programs presented at ICC Institutes, ICC Open Enrollment locations, Annual Conferences, and other locations; credit can only be counted once in a three-year period for the same seminar or technical session. | 0.1 for each clock hour of attendance or delivery |
| 2 | Successful completion of an eLearning program delivered by ICC, including ICC Online Campus offerings, approved webinars and other approved electronic-based training. | 0.1 for each clock hour of participation |
| 3 | Participation as a student or instructor in an on-site seminar or technical session delivered by an ICC Preferred Provider; credit can only be counted once in a three-year period for the same seminar or technical session. | 0.1 for each clock hour of attendance or delivery |
| 4 | Successful completion of an eLearning program delivered by an ICC Preferred Provider, including those available on the ICC Online Campus, as well as other webinars and other electronic-based training presented by the Preferred Provider. | 0.1 for each clock hour of attendance |

| Part 2: Options that qualify for the remaining percentage of CEUs | | |
|---|--|--|
| Option | Activity | CEUs |
| 5 | Participation as a student or instructor in a seminar or technical session delivered by an ICC Chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program. Credit is only provided for classes in an academic program that are related to code, building design/construction and support activities. | 0.1 for each clock hour of attendance |
| 6 | Participation or attendance at ICC code development hearings; can acquire up to 10 clock hours maximum per year. Participation or attendance at ICC code development hearings through the cdpACCESS program under your log-in; can acquire up to 30 clock hours maximum per year. Total credit for participation in code hearings not to exceed 3.0 CEUs in a three-year period. | 0.1 for each clock hour of attendance at hearings; 0.1 for each 3 hours of participation through cdpACCESS |
| 7 | Obtaining a new ICC certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, ASW, or NICET within the previous three years. | 0.5 per certification |

3

| Part 2: Options that qualify for the remaining percentage of CEUs (continued) | | |
|--|--|-----------------------------------|
| Option | Activity | CEUs |
| 8 | Instruction of a code-related or building design/construction-related course for an accredited academic institution*; courses can be counted twice per three-year period. Multiple offerings of same course can be counted twice. | 1.0 for each academic credit hour |
| 9 | Participation in a formal in-house training program during employment as a code official, plans examiner, permit technician, or inspector. | 1.0 per three-year period |
| 10 | Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually. | 0.5 per committee |
| 11 | Participation as a student in an accredited academic institution*; not to exceed 3.0 CEUs in a three-year period. Credit is only provided for classes in an academic program that are related to code, building design/construction and support activities. | 1.0 for each academic credit hour |
| 12 | Publication of a paper, book, or technical article for an academic institution, professional trade journal, or ICC journal, not to exceed 3.0 CEUs in a three-year period. Credit is only provided for classes in an academic program that are related to code, building design/construction and support activities. | 1.0 per publication type |
| 13 | Completion of evaluation in role as an IAS Building Department Evaluator. | 1.0 per three-year period |

*An accredited institution is a high school, community college, junior college, university, technical or vocational school, or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

Beginning January 2015, important changes to the ICC Continuing Education renewal process will go into effect. These changes are part of a three year program which began in April 2014, to strengthen the credibility of the ICC Certification program.

The changes beginning in January include:

- 20% of CEUs must be earned from training by ICC or ICC's Preferred Provider Network (PPN), a group of individuals and companies approved by ICC to provide quality code-related training;
- Minimum required CEUs will be reduced for some categories and increased for other categories. Individuals affected will include those holding 3-5 certifications (number of required CEUs will decrease slightly) and those holding 11 or certifications (number of CEUs will increase slightly).). A new category of 6-10 certifications has been added;
- Participation or attendance at ICC code development hearing and participation or viewing of ICC code development hearings through the cdpACCESS added;
- CEU requirements for Special Inspector certifications will be the same as all certification categories;
 - Certified Building Official and Certified Fire Marshal will need 6.0 CEUs to renew,
 - Master Code Professional will need 4.5 to renew, and,
 - Master of Special Inspection will be counted as a single certification;
- In-house training programs will be accepted for CEUs;
- Option #3 (participation as a student or instructor in an on-site seminar) and #4 (completion of an eLearning program) revised to clarify that credit can only be counted once;
- Option #6 (participation or attendance at ICC code development hearings) revised to "position-related;"
- Option #7 (taking and passing proctored exams) revised to state that participation must be under a candidate's log-in;
- Prestressed Concrete Special Inspector modified to grant 0.8 CEUs for the required 8-hour class under option #6, and 0.5 CEUs for passing the ICC exam under option #8;
- Option #13 (completion of evaluation in role as an IAS Building Department Evaluator) revised to conducting and completing an evaluation.

Complete details on the number of CEUs and where these credits may be earned can be found on the ICC website at the following link:

[FAQs about the ICC Recertification Program](#)

Frequently Asked Questions About Certification Renewal—Including Online Renewal

What if I have multiple certifications with different expiration dates?

You have the option of having one expiration date for all of your certifications. However, when you combine dates, you will be required to waive the full three-year period of active status for some of your certificates. All of the certifications that are selected for renewal will automatically be issued the same expiration date, which is the date of processing.

What do I do if my certification is inactive (not renewed by the expiration date)?

You can renew inactive certifications in the same manner as certificates that are active, as long as you have accrued current CEUs. There is an additional reinstatement fee per application (\$93.75 for Members; \$125 for non-members) to renew certificates that are inactive. After six (6) years of inactive status from the expiration date, certifications will expire. To reinstate your certification at that point requires successful completion of the current certification examination.

How do I accrue CEUs, and what are considered acceptable CE and professional development activities?

A CEU is a continuing education unit; each 10 clock hours of continuing education equals 1 CEU. For example, a typical one-day seminar has 6 hours of instruction, or 0.6 CEUs. Credit is awarded for a variety of activities where the objective is achieving relevant professional knowledge beyond that required for initial certification.

Does ICC verify the continuing education submitted for renewal?

All information submitted is subject to random audit. You are responsible for deciding what professional development is most appropriate for your needs, and when you submit your certification renewal form, whether on paper or online, you attest that all information is accurate. You must retain documentation for the CEUs submitted for three years from the date the renewal is requested, and submit this documentation upon request.

How do I notify the Certification department about a change of address?

All address changes should be mailed to the Certification department at the address listed in this bulletin. It is important that you list your old address, new address, any updated phone numbers, and your certification number(s).

How do I log on to the ICC website to renew my certifications online?

Go to www.iccsafe.org/renewals and look for "Login to the Renewal module." If you hold ICC certifications, log on with your existing username and password; if you do not know this information, do not create a new account. Contact ICC at 888-422-7233 ext. 5524 or certexam@iccsafe.org for assistance.

How do I renew my certifications online?

Go to www.iccsafe.org/renewals and look for "Online CEU Tracking and Certification Renewal Applications." ICC has provided a short video tutorial that will walk you through the entire process in about six minutes. After watching the tutorial, simply log in to the renewal module.

How do I keep track of my earned CEUs online?

If you use the online system, you can enter your CEUs as you earn them throughout the year – no more trying to remember when you took a class or seminar. Simply enter the information just as you would on the paper application, and they'll be ready when you need to submit your renewal application.

I don't see my particular renewal program available for online renewal. Where is it?

Certifications that require prerequisites/retesting that ICC needs to verify cannot be renewed online. You may still enter CEU activity online, but the actual renewal of your certifications will be done via the paper application.

How much does it cost to renew my certification online?

There is no additional fee for renewing online. If your certification is available for online renewal and you choose to use the paper-and-pencil application option, you will incur an additional \$15 for this option. (For certifications that are not yet available to renew online, using the paper application will not incur an additional fee.)

How quickly is my application processed?

Your certifications are renewed immediately. You will see your new certification expiration date on our online search for certified professionals immediately after your online renewal application is processed. ICC Certification staff reviews submissions, and all applications are auditable, as before.

Do I have to renew online, or can I still use the paper application?

You can still use the paper application, but there is an additional \$15 fee for this option if your certification is available for online renewal.

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IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 08

Program Manager Report

PRESENTER: John Nielsen

OBJECTIVE: Report on the recent activities of the HVAC Program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 09

Compliance Program Supervisor Report

PRESENTER: Terry Blessing, Compliance Program Supervisor

OBJECTIVE: Provide an update on the statewide compliance program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 10

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide an update on the daily operations of the HVAC Program and Division.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 11

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 11a

Financial Report

PRESENTER: Fred Sisneros, Financial Manager

OBJECTIVE: Review the Idaho HVAC Board's financial report.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: Financial report





Division of Building Safety
 IDAHO HVAC BOARD FUND 0229-08
 Fiscal Year 2016 Financial Statements
 As of 9/30/2015



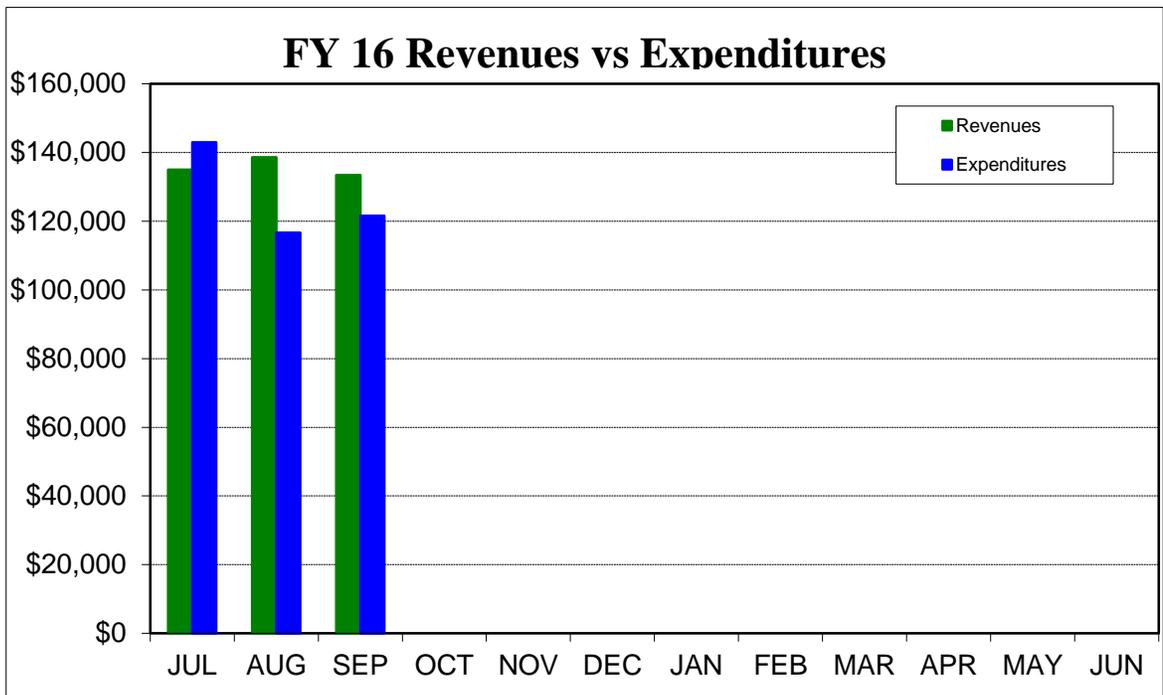
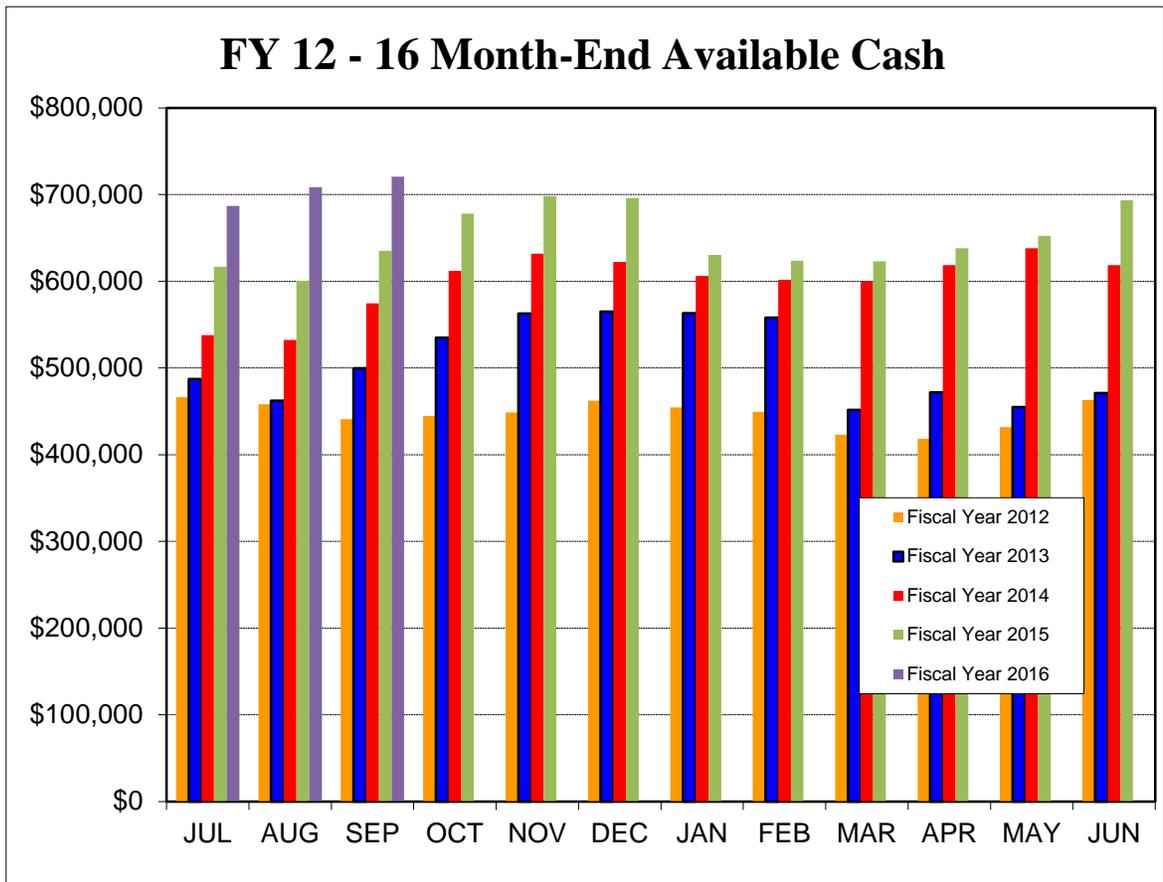
Statement of Revenues and Expenditures

| Class | Budget | Fiscal Year To Date | YTD as a % of Budget | Remaining Budget | Projected for Remainder of Year | Projected Year End Totals | Projected Total as a % of Budget |
|--------------------|-----------|---------------------|----------------------|------------------|---------------------------------|---------------------------|----------------------------------|
| Revenues: | 1,378,000 | 407,045 | 29.5% | 970,955 | 1,073,754 | 1,480,799 | 107.5% |
| Expenditures | | | | | | | |
| Personnel: | 1,057,000 | 284,037 | 26.9% | 772,963 | 811,536 | 1,095,573 | 103.6% |
| Operating: | 205,000 | 68,843 | 33.6% | 136,157 | 161,268 | 230,111 | 112.2% |
| Capital: | 31,200 | 28,322 | 90.8% | 2,878 | 2,878 | 31,200 | 100.0% |
| Total Expenditures | 1,293,200 | 381,203 | 29.5% | 911,997 | 975,682 | 1,356,884 | 104.9% |
| Net for FY 2016 | 84,800 | 25,842 | | | 98,073 | 123,915 | |

Statement of Cash Balance

| July 1, 2015 Beginning Cash Available | Fiscal Year to Date Revenues | Fiscal Year to Date Expenditures and Encumbrances | Other Changes in Cash | Available Cash as of September 30, 2015 | Projected Change in Cash for Remainder of Year | Projected Year End Available Cash |
|---------------------------------------|------------------------------|---|-----------------------|---|--|-----------------------------------|
| 693,421 | 407,045 | (381,203) | 1,472 | 720,735 | 98,073 | 818,808 |

IDAHO HVAC BOARD FUND 0229-08



IDAHO HVAC BOARD FUND 0229-08

