

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

Wednesday – October 19, 2011 – 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d’Alene, Idaho
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho**

NOTE: The following report is not intended to be 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 9:30 a.m. (MT).

Board Members Present:

Dan Brizee, Chairman
Ted Sermon, Vice-Chairman
Jon Laux
Bruce Graham
Tim LaMott
Bill Carter
Russ Goyen

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Janice Foster, Deputy Administrator, Administration
Patrick Grace, Deputy Attorney General
Kirk Weiskircher, Financial Manager
Jerry Peterson, HVAC Program Manager
Rod Freligh, Regional Manager, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2/Board Secretary

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of October 19, 2011 Agenda**

MOTION: Ted Sermon made a motion to approve the October 19, 2011 Agenda as presented. Tim LaMott seconded. All in favor, motion carried.

◆ **Approval of July 20, 2011 Board Meeting Minutes**

MOTION: Ted Sermon made a motion to approve the July 20, 2011 Board Meeting Minutes as written. Tim LaMott seconded. All in favor, motion carried.

◆ **HVAC Apprenticeship Curriculum**

A final report on the HVAC apprenticeship curriculum was included in the Board packet. Course objectives were added. The curriculum was examined by the Curriculum Review committee and school representatives, and met the required criteria.

MOTION: Ted Sermon made a motion to accept the amended 2011 HVAC Apprenticeship Curriculum. Jon Laux seconded. All in favor, motion carried.

◆ **Schedule 2012 Board Meeting Dates**

The 2012 Idaho HVAC Board meeting dates are as follows: February 15th, May 16th, July 18th, and November 7th. The meetings will commence at 9:30 a.m. (MT)/8:30 a.m. (PT).

MOTION: Bill Carter made a motion to approve the 2012 Idaho HVAC Board meeting dates. Jon Laux seconded. All in favor, motion carried.

◆ **Schooling Update**

Irene Vogel, Professional-Technical Education, provided a handout on the number of apprentices across the trades in attendance at the six technical colleges; approximately 400.

ACTION: DBS staff will e-mail Irene Vogel's apprenticeship list to Russ Goyen.

The College of Southern Idaho no longer offers the four-year HVAC Apprenticeship program.

◆ **Continuing Education**

The topic "Continuing Education" is an on-going item. Jerry Peterson did not have anything new to discuss.

In November and December 2011, Mr. Peterson will conduct a statewide training program titled "Moving Forward-Best Practices in Energy Efficiency and Code for the HVAC Industry". For additional information, visit <http://dbs.idaho.gov/> or register online at www.idahocities.org/movingforward.

◆ **Time Frame-Code Adoption Process, Journeyman Status, and Continuing Education**

Code Adoption Process – Currently, there is no code adoption process in place. To become better informed on the current code, Dan Brizee suggested the 2012 code be skipped and go with a five-year cycle for code adoption. The Board agreed a process needs to be developed to educate the industry on new codes, as well as code updates.

ACTION: The topic "Code Adoption Process" will be brought back to the February and May 2012 Board meetings as an informational item, and the July 2012 meeting as an action item.

Journeyman Status – An apprentice registration is valid for five years. There was concern about labor issues when renewals come due in 2014.

Continuing Education – Several board members expressed a desire for continuing education to begin immediately. Suggestions were: Continuing education and mechanical/fuel gas code updates be taught in-house; inspectors from various jurisdictions work together to create and present a code update class throughout the state, and classes be strictly voluntary for contractors.

The Board agreed the topic "Continuing Education" needs to be brought back to the February and May 2012 board meetings as an informational item, and the July 2012 meeting as an action item. If approved by the Board at the July 2012 meeting, the proposal will go before the 2013 legislative session.

Jerry Peterson offered to write a proposal for continuing education for the February meeting.

ACTION: Jerry Peterson and Dan Brizee will work together; bringing additional information/ ideas on continuing education to the February 15, 2012 HVAC Board meeting.

ACTION: The topic “Continuing Education” will be brought to the February, May, and July 2012 HVAC Board meetings.

◆ **HVAC Program Manager Report**

Training – Jerry Peterson presented an overview of the training DBS provided to inspectors and industry over the last year. In 2012, the focus will be on the connection between the mechanical code and energy code, as well as in-house training to larger companies.

Energy Code Ambassador Program (ECAP) – The program is comprised of representatives from the five IDABO chapters, as well as a statewide representative. All parties work together on energy code, interpretation and explanations, training, etc. It was suggested DBS serve as a jurisdiction on ECAP.

Mini Splits – The installation of mini splits (ductless heat pumps) is in the HVAC trade’s scope of work. Due to multiple concerns, and wanting the HVAC installers to be able to install the control wire, Jerry Peterson provided a handout on how to install mini splits using trade cable. The handout is acceptable until such time as the manufacturers offer a better solution.

◆ **Operational Report**

State Apprenticeship Council (SAC) – Steve Keys stated a possible formation of a SAC in Idaho was discussed at the October 18, 2011 Idaho Electrical Board.

Reorganization/Inspector Relocation – The reorganization of the regional structure and changes to inspector reporting locations is complete and has been working well.

Layoff Process – The layoff process is complete. Staff is working hard to provide timely coverage.

Revenue – Revenue for HVAC is down 8% for permits and 66% for licenses.

Plumbing Board Meeting – The Plumbing Board wants to expand the definition of plumbing, to include fuel gas piping and hydronics. Those two items are currently under the purview of the HVAC Board and its statute.

Water Heaters – This has been an ongoing issue with regard to mixed jurisdictions looking at the installation of water heaters, fuel gas piping, and hydronics piping. There has been discussion about the possible formation of a Mechanical Board.

◆ **Administrator Report**

Customer Resource Team (CRT) – The CRT staff has been reduced by 50%. In September 2011, the team answered 7,344 phone calls; processed 3,300 permit applications, 60% of

permits were purchased online and 5% over September of last year; processed 940 incoming faxes, and processed 850 license applications, 407 were renewals.

Process Implementation – By the end of 2011, contractors who have provided DBS with e-mail addresses should receive an automatic notification when a permit has been finalized.

Contractor Orientation – The fall session of the Division’s contractor orientation program has begun. Staff will travel throughout the state of Idaho to introduce the Division’s updated software and processes to inspectors and contractors.

Social Media – Public Information Officer Bill Hatch is in the process of developing a Facebook page for the Division.

Financial Report – Kirk Weiskircher reviewed the Electrical Board fund FY 2012 financial statements as of August 31, 2011.

State Building Permits/Inspections – Statutorily, DBS is responsible for the issuance of permits and building inspections on state public works projects in Idaho. Joe Rutledge, Public Works building inspector, has been hired to perform the Division’s newly obtained responsibilities.

Tribal Contracts – DBS has contracted with the Shoshone-Bannock, Coeur d’Alene, and Nez Perce tribes to provide plan review, building, electrical, HVAC, and plumbing inspections on their facilities.

City of Ketchum Contract – DBS has a contract with the city of Ketchum to provide plan review, building, electrical, HVAC, and plumbing inspections. A downsized modification to a major hotel complex has been approved by Ketchum’s Planning and Zoning Department. It is estimated construction will begin in the spring of 2012.

Areva – This project has passed all the required criteria from DEQ and environmental groups. Ground breaking is anticipated to commence in the spring of 2012.

City of Meridian Contract – Under contract, DBS has assumed responsibility for electrical plan reviews and inspections for the city of Meridian.

Assigned Work Locations – In the past, inspectors have worked from their residences. DBS has contracted with the Idaho Department of Labor to rent work space in 12 of their facilities throughout Idaho. The Division’s three locations will provide accommodations to inspectors as well. Inspectors will commute, by personal transportation, to their assigned facilities. Work hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. During non-business hours, state vehicles will be parked at the designated facilities.

◆ **New/Old Business**

There was no new/old business to discuss.

◆ **Executive Session**

An Executive Session was not required.

MOTION: Ted Sermon made a motion to adjourn the meeting. Bill Carter seconded. All in favor, motion carried. The meeting adjourned at 12:48 p.m. (MT).

DAN BRIZEE, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

12/14/11rb

DATE