

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

**Thursday – November 12, 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**

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

**Board Members Present:**

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

**DBS Staff Members Present:**

C. Kelly Pearce, Administrator  
Ron Whitney, Deputy Administrator-Administration  
Patrick Grace, Deputy Attorney General  
John Nielsen, HVAC Program Manager  
Fred Sisneros, Financial Manager  
Larry Jeffres, Regional Manager, Region 1  
Chris Jensen, Regional Manager, Region 3  
Terry Blessing, Compliance Program Supervisor  
Chuck Knapp, Regional Supervisor, Region 1  
Renee Bryant, Administrative Assistant 2/Board Secretary

**DBS Staff Members Absent:**

Steve Keys, Deputy Administrator-Operations  
Bill Hatch, Public Information Officer

◆ **Recognition**

A video titled *Just a Common Soldier* was played; honoring all military personnel who have served and continue to serve our country.

◆ **Open Forum**

Inspections and Apprentice Supervision - The Electrical Program Manager stated the Division has found, through inspections, many HVAC apprentices working unsupervised and their quality of work, specific to electrical, is less than standard.

In statute, an HVAC apprentice shall not perform HVAC work except under the supervision of an HVAC journeyman or HVAC contractor AND a specialty apprentice shall perform HVAC work under the supervision of an HVAC journeyman, HVAC specialty journeyman, HVAC contractor or an HVAC specialty contractor.

◆ **Approval of the November 12, 2015 Agenda**

**MOTION:** Bill Carter made a motion to approve the November 12, 2015 agenda, July 8, 2015 Board meeting minutes and September 9, 2015 “special” Board meeting minutes as presented. Tim LaMott seconded. All in favor, motion carried.

◆ **Approval of the July 8, 2015 Board Meeting Minutes**

This item was approved under the topic *Approval of the November 12, 2015 Agenda*.

◆ **Approval of the September 9, 2015 Board Meeting Minutes**

This item was approved under the topic *Approval of the November 12, 2015 Agenda*.

◆ **Administrative Appeals Hearings**

Doug Dishman - NOV HVC1506-0014 - Doug Dishman did not show up nor call into the meeting to petition his appeal; therefore, he is in default.

**MOTION:** Tim LaMott made a motion to affirm the Division's position on the \$100.00 civil penalty fee, and find Mr. Doug Dishman in default. Bill Carter seconded. All in favor, motion carried.

**ACTION:** The Deputy Attorney General will create the default documentation for the Chairman's signature; providing a signed copy to Mr. Dishman.

◆ **Schedule 2016 Board Meetings**

The 2016 Idaho HVAC Board meeting dates are as follows: February 10th, May 11th, July 6th, and November 9th.

**MOTION:** Ted Sermon made a motion to approve the 2016 Idaho HVAC Board meeting dates as presented. Bruce Graham seconded. All in favor, motion carried.

**ACTION:** The 2016 HVAC Board meeting dates will be placed on the Division's board calendar and website.

◆ **Apprentices and Multiple Endorsements**

Board Member Bruce Graham briefly addressed this topic at the September 2015 special Board meeting. Although in favor of apprentices being constantly supervised, Board Member Graham suggested the second year of the apprenticeship program be trade specific courses; i.e., fuel gas pipe and ventilation, oil courses, gas furnace installations, etc. Upon completion of course(s), the apprentice would have multiple endorsements and could work unsupervised in those areas of expertise only and/or continue his education towards becoming a journeyman.

Chris Miller, HVAC Program Coordinator, College of Western Idaho, does not oppose providing a means for an individual to continue to work in the HVAC trade as an apprentice. However, he is concerned should the Board do away with apprentice requirements to renew and/or be in school it will undermine the current program.

Peggy Schnell, Apprenticeship Coordinator - Workforce Training and Community Education, North Idaho College (NIC), will contact the HVACR instructors at NIC; asking for their thoughts on the issue *Apprentices and Multiple Endorsements*. The Chairman asked comments be sent to Board Member Graham.

**ACTION:** Peggy Schnell, North Idaho College (NIC), will contact the NIC HVACR instructors; providing their comments on the issue *Apprentices and Multiple Endorsements* to Board Member Graham.

Tena Risley, Executive Director, Northwest HVAC/R Association and Training Center, Spokane, Washington, requested Washington's Labor and Industrial Services be included in future meetings should the Idaho HVAC Board move forward with multiple endorsements.

Administrator C. Kelly Pearce arrived at the meeting during the topic *Apprentices and Multiple Endorsements*.

At the direction of Chairman Brizee, the topic *Apprentices and Multiple Endorsements* will be brought back to the February 2016 meeting as an informational item.

**ACTION:** The topic *Apprentices and Multiple Endorsements* will be brought back as an informational item on the February 2016 Board meeting agenda.

In January 2016, the Board will hold a workshop, open to the public, to further discuss the topic *Apprentices and Multiple Endorsements*.

**ACTION:** A workshop for the Board will be held in January 2016 to discuss the topic *Apprentices and Multiple Endorsements*.

◆ **Inspector Certification and Continuing Education**

Currently HVAC, building and plumbing inspectors must go through the International Code Council or the International Association of Plumbing and Mechanical Officials for continuing education courses and certification. The DBS offered to, and the Board is in favor of, establishing a state-offered certification process specific to each trade.

◆ **Program Manager Report**

Duct Work and Licensing - For clarification, the HVAC statute requires an individual who prepares duct work in a shop to have a current HVAC registration or license.

Conveyor Pizza Ovens - There has been discussion on whether a conveyor belt pizza oven is considered worthy of a type I hood. Currently, the majority of the ovens are packaged with a type II hood. Oregon has revised, in its code, the definition of a conveyor pizza oven from a Medium Duty Cooking Appliance to a Light Duty Cooking Appliance; thus requiring only a type II hood.

The HVAC Program Manager offered to bring to the February 2016 Board meeting a proposed rule change; mimicking Oregon's change.

**ACTION:** The topic *Conveyor Pizza Ovens* will be brought back as an informational item at the February 2016 Board meeting.

Manual J Inspections - A letter will be sent to HVAC contractors; notifying them that the DBS inspectors will begin to inspect Manual J the first of January 2016.

◆ **Compliance Program Report**

Advertising - The Compliance Program Supervisor has noticed an increase in advertising of electrical, HVAC and/or plumbing services on Craigslist and Facebook by non-licensed individuals.

Counties - All 44 county representatives have been contacted with regard to the compliance program.

◆ **Operational Report**

With the absence of the Deputy Administrator-Operations, no items were addressed.

◆ **Administrator Report**

Financial Report – The Idaho HVAC Board fund, FY 2016 financial statement as of September 30, 2015, was reviewed.

City of Meridian - On October 1st, the Division signed a contract with the city of Meridian; expanding its services to include building inspections and plan reviews.

Twenty-nine percent of the Idaho HVAC Board fund revenue, fiscal year-to-date, is from the Meridian program.

City of Garden City - The Division recently signed a contract with the city of Garden City; providing building, electrical, energy, mechanical and plumbing inspections, as well as plan reviews.

Anti-Trust Law - The Administrator and Deputy Attorney General provided an update on a recent decision made by the U.S. Supreme Court to uphold the Federal Trades Commission’s complaint against a private board.

It was suggested, and the Board agreed, to withdraw proposed legislation that would authorize the Board to “establish by administrative rule the fines to be paid for citations issued and impose civil penalties as provided in this chapter and rules of this board.”

**MOTION:** Bruce Graham made a motion to withdraw the proposed legislation in Title 54. Chapter 50. Ted Sermon Seconded. All in favor, motion carried.

◆ **Welcome**

Chairman Brizee acknowledged John Smith, County Official Representative, as the newest member on the Board.

◆ **Adjournment**

**MOTION:** Ted Sermon made a motion to adjourn the meeting.

The Chairman adjourned the meeting at 12:18 p.m. (MT).

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DAN BRIZEE, CHAIRMAN  
HEATING, VENTILATION AND  
AIR CONDITIONING BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE  
01/28/2016rb

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DATE