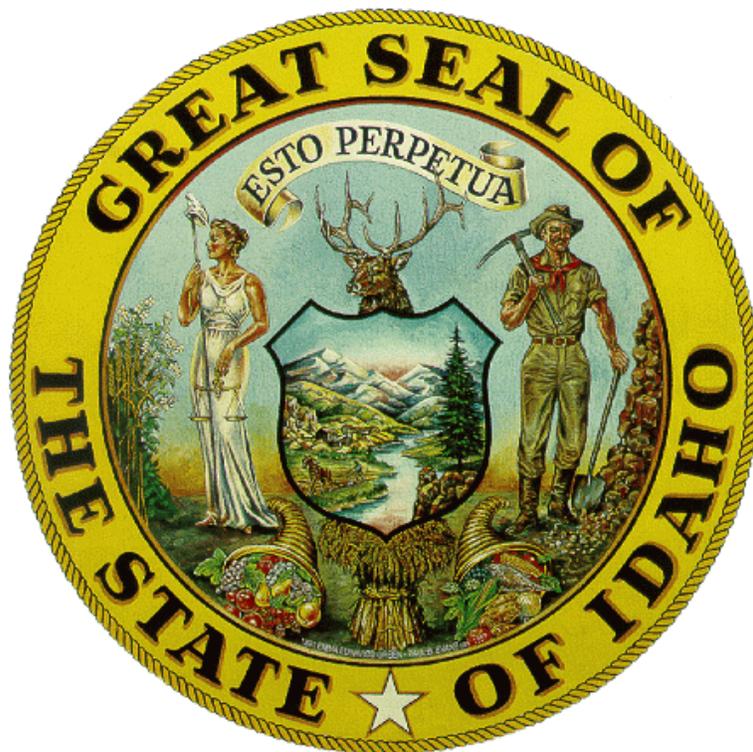


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

FEBRUARY 16, 2011



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

OBJECTIVE: To approve the February 16, 2011 Idaho HVAC Board Meeting Agenda.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: February 16, 2011 Idaho HVAC tentative Agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

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

**Division of Building Safety
1090 East Watertower Street, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 2, Suite 7, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137**

***Wednesday, February 16, 2011
9:30 a.m. – 3:00 p.m. (MT)***

(Note: Meeting Time is 8:30 a.m. PT)

9:30 a.m. CALL TO ORDER – Dan Brizee, Chairman

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the February 16, 2011 Agenda
2. Approval of the October 13, 2010 Board Meeting Minutes

INFORMATIONAL AGENDA

3. Workforce Training and Apprenticeship – Irene Vogel
4. Woodstoves – Jerry Peterson
 - a. Installation in Garages
 - b. Primary Heat Source
 - c. NFPA 211
5. 90% + Furnace Venting Requirements PVC vs. ABS – Jerry Peterson
 - a. Transition glue and mixing fittings
6. CO Monitors and Testing – Jerry Peterson
7. CSST and Fuel Gas Pipe Bonding Requirements – Jerry Peterson
8. Gas Meter – Jerry Peterson
 - a. 1” Minimum Stub Outs add to 07.07.01.005g
 - b. Snow and Ice Protection – 07.07.01.005.01f

12:00 p.m. LUNCH BREAK *(If needed)*

9. Changes to Statute or Rule – Jerry Peterson
 - a. Bond Requirement Needs Clarification for Duration of Certificate of Competency – 07.07.01.021.01 and 07.07.01.022.01, Statute 54-5007
 - b. Remove Color Reference (red) 07.07.01.060.02b on inspection tags & change “unacceptable” to “corrections required” or equivalent to match tag
 - c. Reword 54-5015(4) to define scope of work closer to the original Electrical Specialty license for HVAC installers including reference to electrical bonding for gas lines
10. HVAC Program Manager Report – Jerry Peterson
11. Operational Report – Steve Keys
12. Administrator Report
 - a. CAS Update – C. Kelly Pearce and Janice Foster
 - b. Financial Report – C. Kelly Pearce and Kirk Weiskircher
 - c. Outreach Program – C. Kelly Pearce
 - d. Administrator – C. Kelly Pearce

NEW BUSINESS

EXECUTIVE SESSION (If required)

3:00 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. 02/04/11r

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

OBJECTIVE: To approve the minutes from the October 13, 2010 Idaho HVAC Board Meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: October 13, 2010 Idaho HVAC Board Meeting draft Minutes



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

Wednesday – October 13, 2010 – 9:00 a.m. (MDT)

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

***DRAFT MINUTES OF THE OCTOBER 13, 2010 MEETING**

*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 9:00 a.m. (MDT).

Board Members Present:

Dan Brizee, Chairman
Ted Sermon
Bruce Graham
Bill Carter
Tim LaMott
Jon Laux

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 Specialist, Principal
Jerry Peterson, HVAC Program Manager
Chris Jensen, Regional Manager, Eastern Idaho
Rod Freligh, Plumbing/HVAC Supervisor, North Idaho
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Russ Goyen

◆ **Open Forum**

2010 Green Plumbing and Mechanical Code Supplement – As a reference source, Pete Crow with IAPMO has offered to attend meetings on the Green Plumbing and Mechanical Code Supplement.

For future review and consideration, Chairman Dan Brizee asked Jerry Peterson to maintain the topic “2010 Green Plumbing and Mechanical Code Supplement” as part of the Program’s strategic plan.

ACTION: The topic “2010 Green Plumbing and Mechanical Code Supplement” to be addressed at a future meeting.

Non-Licensed HVAC Contractors – Jim Hungerford, President of Boise Appliance and Refrigeration, questioned the Division’s role in the monitoring/tracking of non-licensed individuals installing commercial refrigeration.

Refrigeration is exempt from licensure in the state of Idaho and is not regulated by the Division. However, an electrical specialty license for refrigeration would be applicable IF the electrical work being performed is associated with the refrigeration work.

The Division is in the initial stage of the creation of a statewide outreach program. Additional information will be brought to the February 2011 meeting.

ACTION: The topic “Outreach Program” to be addressed at the February 2011 Board meeting.

Uniform Solar Energy Code – The Uniform Solar Energy Code is published by IAPMO. At the February 2011 Board meeting, Pete Crow to provide copies of the code for the Board’s review and future consideration.

ACTION: Pete Crow to supply copies of the Uniform Solar Energy Code to the Board at the February 2011 Board meeting.

Continuing Education – Bob Ankersmit, President of the North Idaho Code Enforcers, stated low-cost training has been offered on fuel gas, mechanical, and energy codes to the HVAC industry over the last several years in north Idaho. With the lack of interest/participation from tradesmen, it was suggested continuing education become mandatory.

The Board is in support of continuing education and has placed the topic on the Program’s strategic plan list for future discussion. Bruce Graham recommended that if continuing education is pursued, code updates be readily available at the time continuing education is provided, and that courses be no longer than two-hour increments.

IAPMO offers training in the Uniform and International Codes to individuals of a like trade, IAPMO chapters, and state inspectors. Pete Crow provided IAPMO’s training catalog to the Board.

Dennis Brittain, Kootenai County, mentioned an enforcement provision is needed at the local level on mandatory training and licensing.

Carbon Monoxide – Homeowner Cody Walden was present to testify against the administrative appeal hearing of Lee Gilman Builders, Inc. The hearing was resolved prior to the Board meeting. To promote public safety and awareness to carbon monoxide poisoning, Mr. Walden chose to provide his personal experience to the Board.

“Choosing a Contractor” Brochures – The DBS and Better Business Bureau (BBB) have collaborated on the creation of brochures specific to Idaho Electrical, HVAC, and Plumbing contractors. The brochures are currently accessible through the Division’s three offices and the BBB offices across the southern half of Idaho and eastern portion of Oregon.

A Public Service Announcement (PSA) has also been completed and will be distributed to radio stations throughout the state with the brochures.

◆ **Approval of October 13, 2010 Agenda**

Action items three a, b, and c, Administrative Appeal hearings for Ben Stahl, Gilman Builders, Inc., and Nick Gilman, have been vacated.

MOTION: Ted Sermon made a motion to approve the October 13, 2010 Agenda with changes and corrections. Jon Laux seconded. All in favor, motion carried.

◆ **Approval of July 21, 2010 Board Meeting Minutes**

MOTION: Jon Laux made a motion to approve the July 21, 2010 Board Meeting Minutes as written. Ted Sermon seconded. All in favor, motion carried.

◆ **2011 Meeting Dates**

The 2011 Idaho HVAC Board meeting dates are as follows: February 16th (Wednesday), May 18th (Wednesday), July 20th (Wednesday), and October 19th (Wednesday). The meetings will commence at 9:30 a.m. MT/8:30 a.m. PT.

MOTION: Bill Carter made a motion to accept the 2011 meeting dates. Ted Sermon seconded. All in favor, motion carried.

◆ **Wood Burning Appliances**

At the July 2010 Board meeting, a question arose with regard to new residential permit fees and the installation of woodstoves and fireplaces.

Currently, to facilitate inspections, if a woodstove is inspected at the time the final inspection is completed on the HVAC system, the woodstove installer typically does not have to pull or pay for a permit. However, should the inspector be required to do an inspection on the woodstove only, a permit and fee would be required. The Division is not allowed to collect fees to earn a profit, only to recover the amount spent on providing a service.

Steve Keys reminded the Board that technically the only basis it has for regulating woodstoves is they are considered HVAC and the square footage permit basis is such that all the HVAC installation within that square footage is covered by a permit. Therefore, anything else done would require a change in the rule.

A lengthy discussion ensued as to the aspects of the installation and inspection of woodstoves and gas fireplaces; i.e., stand-alone fee, masonry chimney certification, solid fuel license, hearth training.

The creation of a mechanical program was addressed, as well as the industry's scope of work as it pertains to the mechanical code. The Memorandum of Understanding between the HVAC, Plumbing, and Electrical Boards was brought up. The licensure issues have never been entirely resolved regarding where the lines of authority end between the three entities. It was suggested the three Board chairmen meet to identify the issues; bringing them to future Board meetings.

ACTION: Dan Brizee to arrange a meeting with the Plumbing and Electrical Chairmen to discuss the licensure issues as they pertain to the HVAC, Electrical and Plumbing Boards.

◆ **Strategy Plan**

A strategic plan is an organization's process of defining its direction; making decisions to achieve short and long-term goals and to plan a response to unforeseen problems and opportunities.

It was suggested the processes for proper adherence of public hearings and the legislative change of statutes and laws be included in the HVAC Program's strategic plan.

The Board was asked to review and consider the following items for the Plan:

- Advertising – The Division prefers the industry voluntarily provide their HVAC license numbers on all advertising rather than asking the Board to mandate it.
- Curriculum – Initially, the Board did not want to get into a multiple licensing type of program. Therefore, the original curriculum was developed to allow any person that took two years of school to automatically be qualified for any specialty type work. As the Board and industry have evolved, the curriculum taught in the universities and training centers need to be reviewed and updated. The Board has final approval on the curriculum.

Requests for copies of the current curriculum need to be made to the Division of Professional Technical Education as it represents the entire technical college system.

- Apprentices – The registration period for apprentices is five years. With the slow down of the economy, partially trained apprentices are out of work. Currently, there is no documentation on who and where they are. One suggestion was to create a type of voluntary pooling where apprentices could voluntarily submit their information and contractors could access it for hiring purposes. This would be advantageous to all parties, and would get the apprentices back into the system.
- Testing – To allow apprentices to take the journeyman examination upon completion of their schooling, but not be issued a journeyman license until the required hours of on-the-job experience are met and the Division has verified all necessary work experience requirements/documentation.
- Sheet Metal Layout – This is currently not part of the curriculum.
- Performance Permits – This type of permit would pertain to items not requiring a full license.
- Scope of Work – This was addressed under item five “Wood Burning Appliances”.
- Type One Kitchen Hoods – Improperly installed hoods are a contributing factor in fires and smoke damage. Issues could be eliminated if the Division was authorized to request plan reviews prior to the installation of the hoods.
- Additions/Improvements through Fire-Rated Walls – When additions or improvements are made in buildings through fire-rated walls, only the new material is rated. In order to make appropriate decisions, it was suggested plans be submitted to the Division for its review.

New Residential Permit Fees – This was addressed under item five “Wood Burning Appliances”.

◆ **HVAC Program Manager Report**

Sun Valley Issues – The Division recently met with a representative from Intermountain Gas and local jurisdictions in Sun Valley to discuss the following on-going issues:

- Meter Protection – Years ago, the Board established a rule requesting meter protection; however, no guidelines were established. Intermountain Gas Company is adamant the utility

companies own and have sole responsibility to protect the meters, not the Division. They are fully aware and have the protection devices on their trucks for sale, if needed. The contractors and utility companies work together on where to set a meter and whether it needs to be protected. Jerry Peterson recommended the rule be removed in which it states it is required in statute.

- CSST Piping – To provide a safe solid installation, gas companies prefer the CSST pipe be hard-piped inside rather than outside the structure. Manufacturers and suppliers endorse this concept as well. It was suggested the Board consider this change.
- Pressure Testing PVC – Another item for the Board’s consideration is the pressure testing on PVC and AVS venting on all of the new high-efficiency furnaces.
- Adoption of Manuals D and J – Should the amendments to the energy codes be adopted during the 2011 legislature, the effective date for the state would be July 1, 2011, and January 1, 2012 for local jurisdictions.

The Division would like to implement a program that would allow the state to adopt the code as it pertains to Manuals D and J. Rather than force a statewide mandate into using the Manuals, it was suggested the Division offer its services; reviewing plans and providing the energy portion of the inspection. The hope would be that contractors would allow the Division to provide the services and request the information, or make the information available to the DBS; thus eventually creating a statewide program.

Another option would be to provide training and testing. The Division has the equipment to do the tests, and intends to have its inspectors properly trained.

The purpose of training is to educate individuals installing the systems; to understand the whole concept of duct systems and heat gain/heat loss in buildings. This will allow everyone to apply what they have learned from Manual D or Manual J into the whole house concept and have a better ability to design the system properly.

◆ **Administrator Report**

CAS – As of today, over 50% of permits are purchased on-line. Staff continues to travel throughout the state twice a year to demonstrate the system and its improved/modified features.

Right of Privacy – In the past, the Division has been challenged by school officials to provide contact information on apprentices and/or journeymen for forthcoming schooling and/or employment opportunities.

Legal counsel for the Division has reviewed the Public Records Act and has determined it can only disclose an individual’s name, business address, and business phone number. Most applicants provide their personal information on the applications. As a remedy, a release or waiver has been added to the Division’s applications stating the address on the application will be construed as a business address for the purpose of the Public Records Act. It is also the Division’s intent to provide employer/employee information on its website.

Compliance – A large number of out-of-state contractors are working in Idaho without obtaining the proper Idaho licenses. The Division recognizes compliance as an issue and is in the process of creating an outreach program.

Electronic Telephone System – The Pocatello office has been, and the Coeur d’Alene office is in the process of being connected to the new electronic telephone system. Calls will be answered by the next available CRT member regardless of their location.

Operation Hours Extended – With two time zones in Idaho, and by telephone only, the Division offers customers two additional hours of service each work day.

Budget – Kelly Pearce explained the two budgets the Division operates within. Upon comparison of the FY 2010 appropriation to the estimated expenditure, there is a decrease of 21.7%.

Personnel – In 2007, the DBS was authorized 152 full-time positions. Today there are 34 vacancies within the Division.

Layoffs – To keep within the Division’s dedicated funds and reserves, additional layoffs will be required.

Building Rental – The Department of Labor will rent 47% of the space in the Division’s Meridian office. Kelly Pearce gave a brief description of possible changes within the building.

Financial Report – Kirk Weiskircher reviewed the HVAC Board Fund Fiscal Year 2011 Financial Statements as of August 31, 2010.

HVAC Program Manager – The new HVAC Program Manager, Jerry Peterson, was acknowledged and commended by Kelly Pearce and Dan Brizee.

- ◆ **New/Old Business**
There was no old/new business.
- ◆ **Executive Session**
An Executive Session was not required.

Chairman Dan Brizee adjourned the meeting at 12:25 p.m. (MDT)

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 Heating, Ventilation and Air Conditioning Board. 02/04/11rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03

Schooling

OBJECTIVE: To develop a standard curriculum for the HVAC, Electrical, and Plumbing State Licensure Apprenticeship programs.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Workforce Training and Apprenticeship - Goals and Delivery Expectations Document



Workforce Training and Apprenticeship

Re: Plumbing, HVAC and Electrical State Licensure Apprenticeship Programs

The mission of Idaho Professional-Technical Education is to provide youth and adults with the technical skills, knowledge, and attitudes necessary for successful performance in a highly effective workplace.

Goals and Delivery Expectations

- Provide quality apprenticeship education through the six technical colleges.
- Colleges deliver the same curriculum to insure consistency throughout the state.
- The term “curriculum” is defined as: Course outline and competencies.
 - It does not mean the exact same class and lesson plans.
 - It is acknowledged there are regional differences related to industry needs.
 - There are also differences in instructor teaching styles and preferences.
 - Teachers may select from a list of recommended textbooks.
 - The goal is to teach the same competencies, to achieve the same skill level upon completion of coursework.
- Course outlines and competencies are developed, as a collaborative effort, with involvement from the six technical colleges and then are approved by the appropriate Division of Building Safety Board.
- Online courses should follow the same course outlines and competencies as set and approved by the technical college system and the Division of Building Safety Board. The delivery mode of such courses will be determined by each individual college.
 - There are no geographic boundaries for the delivery of on-line courses but there will be coordination with another technical college, if a student applies from another technical college region.
 - There will be no active recruiting outside of technical college region.
- Each college/instructor decides how to incorporate the established course competencies into their class delivery and flexibility is given to the instructor as to the best way to incorporate the material into the class.
- The technical college system will work cooperatively to maintain consistency throughout the state.
 - Each college will be given the opportunity to make content and text book recommendations on new and existing curriculum.
 - Each college will be given equal consideration to develop apprenticeship content and recommend text books if curriculum is to be developed/revised.

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04a

Woodstoves – Installation in Garages

OBJECTIVE: Clarify the HVAC Board’s interpretation of code. NFPA 211 prohibits woodstoves where flammable liquids are stored, i.e., garages. If solid fuel stoves (listed) are considered appliances, there are provisions in the IMC for installation. Solid fuel stoves and fireplaces are not currently referenced in statute or rule for regulation under the HVAC program. If the Board wants to regulate this part of the industry, it needs to be in statute and/or rule. I recommend a simple change in statute to include solid fuel appliances and the adoption of rules. This would include a rule for clearances on unlisted appliances. Currently there are no provisions for unlisted appliances in the IMC.

ACTION: Informational

BACKGROUND: The HVAC Board felt that solid fuel stoves and fireplaces should be inspected for life safety reasons but haven’t adopted statutes or rules for enforcement.

PROCEDURAL HISTORY: Prior Board recommendation but never clarified.

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- IMC definition of “Appliance”
 - NFPA 211
 - 2009 IMC relative sections
 - Draft (for discussion) of proposed statute change and rules
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04b

Woodstoves – Primary Heat Source

OBJECTIVE: Currently, the HVAC program only adopts sections of the IRC and IBC that deal directly with Mechanical. There is nothing currently in the adopted codes that prohibit the use or define primary heat sources. Does the HVAC Board want to enforce sections of the IMC that require heat load calculations and sizing?

ACTION: Informational

BACKGROUND: Current debate in Northern Idaho between jurisdictions

PROCEDURAL HISTORY: None

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Memo from North Idaho
 - Relevant sections of the IMC
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04c

Woodstoves – NFPA 211

OBJECTIVE: Included in discussions of 4a and 4b

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05 90% + Furnace Venting Requirements PVC vs. ABS

OBJECTIVE: Clarify the HVAC Boards interpretation of code. Should the Board adopt rules or publish a bulletin clarifying vent installations. My recommendation would be to use the bulletin process.

ACTION: Informational

BACKGROUND: Ongoing problem for inspectors due to mixing of vent products and using transition glue for pressure applications.

PROCEDURAL HISTORY: None

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Relevant code references
 - Proposed language for bulletin
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05a

Transition Glue and Mixing Fittings

OBJECTIVE: Covered in previous discussion on Item 5.

ACTION: Informational

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 06

CO Monitors and Testing

OBJECTIVE: To inform the Board of current requirements. It is currently in sections of the IRC and IMC that the HVAC Board hasn't adopted. Is this a life safety issue? Should the Board adopt rules?

ACTION: Informational

BACKGROUND: Current discussions with local building officials

PROCEDURAL HISTORY: None

ATTACHMENTS: The following document to follow or be distributed at the Board meeting:

- Relevant code sections
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07 CSST and Fuel Gas Pipe Bonding Requirements

OBJECTIVE: Clarify the HVAC Board’s interpretation of existing rule for HVAC Installers. Publish Bulletin on Board’s position and amend existing rule to include bonding of fuel gas piping.

ACTION: Informational

BACKGROUND: Letter from City of Twin Falls requiring Electrical license and additional Electrical permit for bonding of fuel gas piping.

PROCEDURAL HISTORY: None

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Letter from City of Twin Falls
 - Electrical Specialty language
 - Current HVAC language in reference to electrical scope of work
 - Proposed bulletin and draft (for discussion) of rule change
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 08a 1” Minimum Stub Outs add to IDAPA 07.07.01.005g

OBJECTIVE: Inform HVAC Board of existing problems with CSST installations and recommend amending existing rule to require 1” minimum stub outs to gas meter. **Reference in the current rule to IFGC 2003 Section 405.2 is not valid or relevant.**

ACTION: Informational

BACKGROUND: Previous discussions with HVAC Board

PROCEDURAL HISTORY: Discussions with Intermountain Gas, Avista and CSST manufacturer rep.

ATTACHMENTS: The following document to follow or be distributed at the Board meeting:

- Draft (for discussion) of amended rule
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 08b Snow and Ice Protection – IDAPA 07.07.01.005.01f

OBJECTIVE: Amend or delete rule in reference to meter protection. There is no definition of meter protection. It's difficult to enforce and currently being addressed by utilities. The reference to code is invalid and not relevant.

ACTION: Informational

BACKGROUND: Board agenda item prior to adoption.

PROCEDURAL HISTORY: Adopted by rule or last amended on 07-01-10.

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Current copy of existing rule
 - Code reference
 - Draft (for discussion) proposed change
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 09a Clarification of Bond Requirement–Statute and IDAPA

OBJECTIVE: Clarify time frame of bonding for HVAC Contractors. Current rule doesn't state that bonding needs to be in effect for the same time frame as the license. Licenses may be issued for up to three years but bonding may be purchased for shorter time frames and lapse. Rule is also stated as "performance bond". Bond is actually a "code compliance bond".

ACTION: Informational

BACKGROUND: This was brought to my attention by Amy Kohler (Licensing).

PROCEDURAL HISTORY: Adopted as rule 07.07.01 021.01 and 022.01 on 03/16/04.

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Current rules
 - Draft (for discussion) of proposed change
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 09b

Inspection Tags – IDAPA 07.07.01.060.02b

OBJECTIVE: Remove color reference (red) and modify rule to reflect the language of current tags.

ACTION: Informational

BACKGROUND: DBS has recently changed inspection tags for uniformity amongst the trades.

PROCEDURAL HISTORY: Current rule was adopted 03/16/04.

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Current rule
 - Draft (for discussion) of proposed change
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 09c I.C. 54-5015(4) – Rewording of “Scope of Work”

OBJECTIVE: Reword language to closer reflect what was in the original electrical specialty scope of work for HVAC Installers. This would also clarify bonding of fuel gas piping.

ACTION: Informational

BACKGROUND: Ongoing discussions over bonding requirements for fuel piping.

PROCEDURAL HISTORY: Original statute from 2004

ATTACHMENTS: The following documents to follow or be distributed at the Board meeting:

- Existing statute
 - Original Electrical Specialty scope of work
 - Draft (for discussion) of proposed change
-



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 10

HVAC Program Manager Report

OBJECTIVE: To 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
VIDEO CONFERENCE MEETING**

Agenda Item No. 11

Operational Report

OBJECTIVE: To provide the Board with an overview of the daily operations of the HVAC program and the DBS.

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. 12a

CAS Update

OBJECTIVE: To update the Board on current changes to the Division's computer 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. 12b

Financial Report

OBJECTIVE: To review the Idaho Heating, Ventilation and Air Conditioning Board's Financial Report.

ACTION: Informational

BACKGROUND:

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

HISTORY:

ATTACHMENTS: HVAC Board's Financial Report





Division of Building Safety
 IDAHO HVAC BOARD FUND
 Fiscal Year 2011 Financial Statements
 As of 12/31/2010

Statement of Revenues and Expenditures

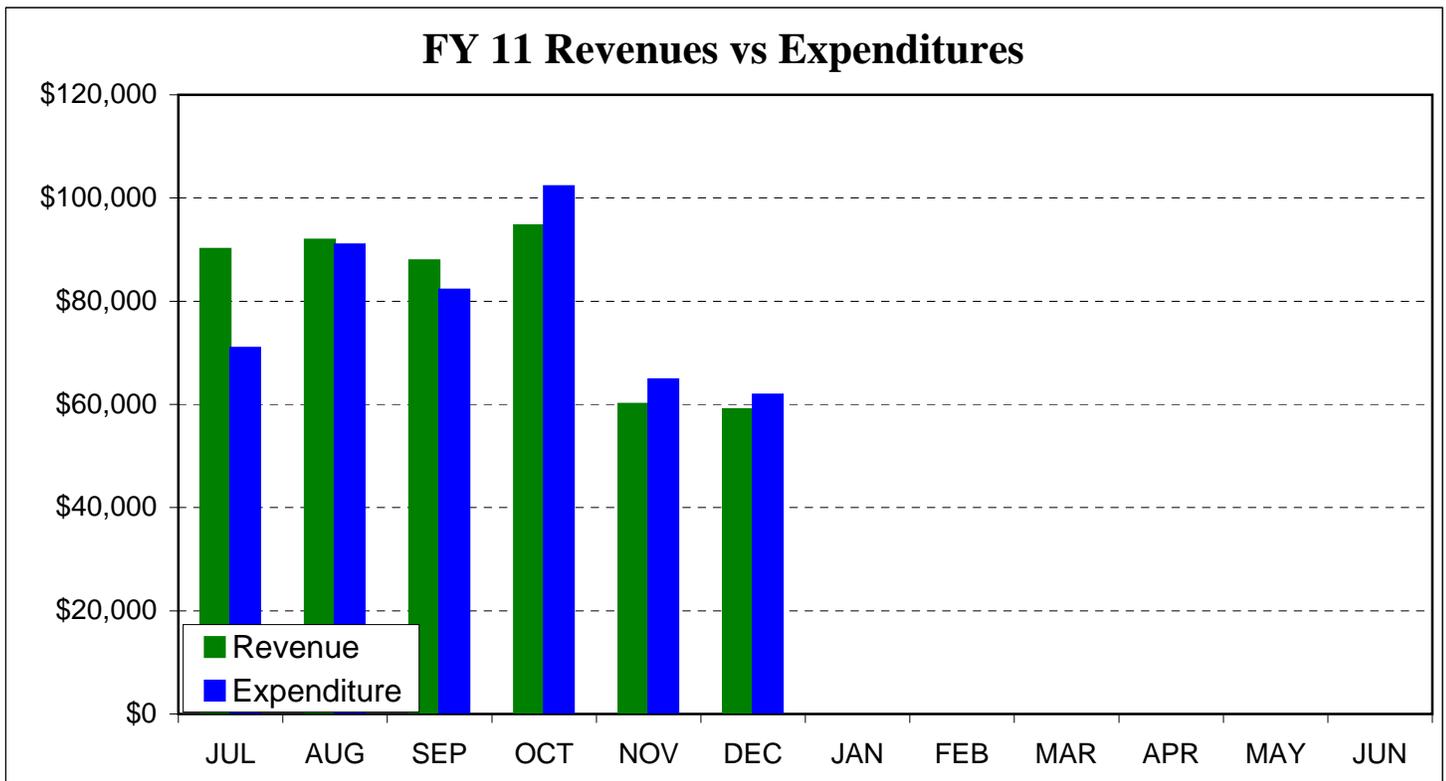
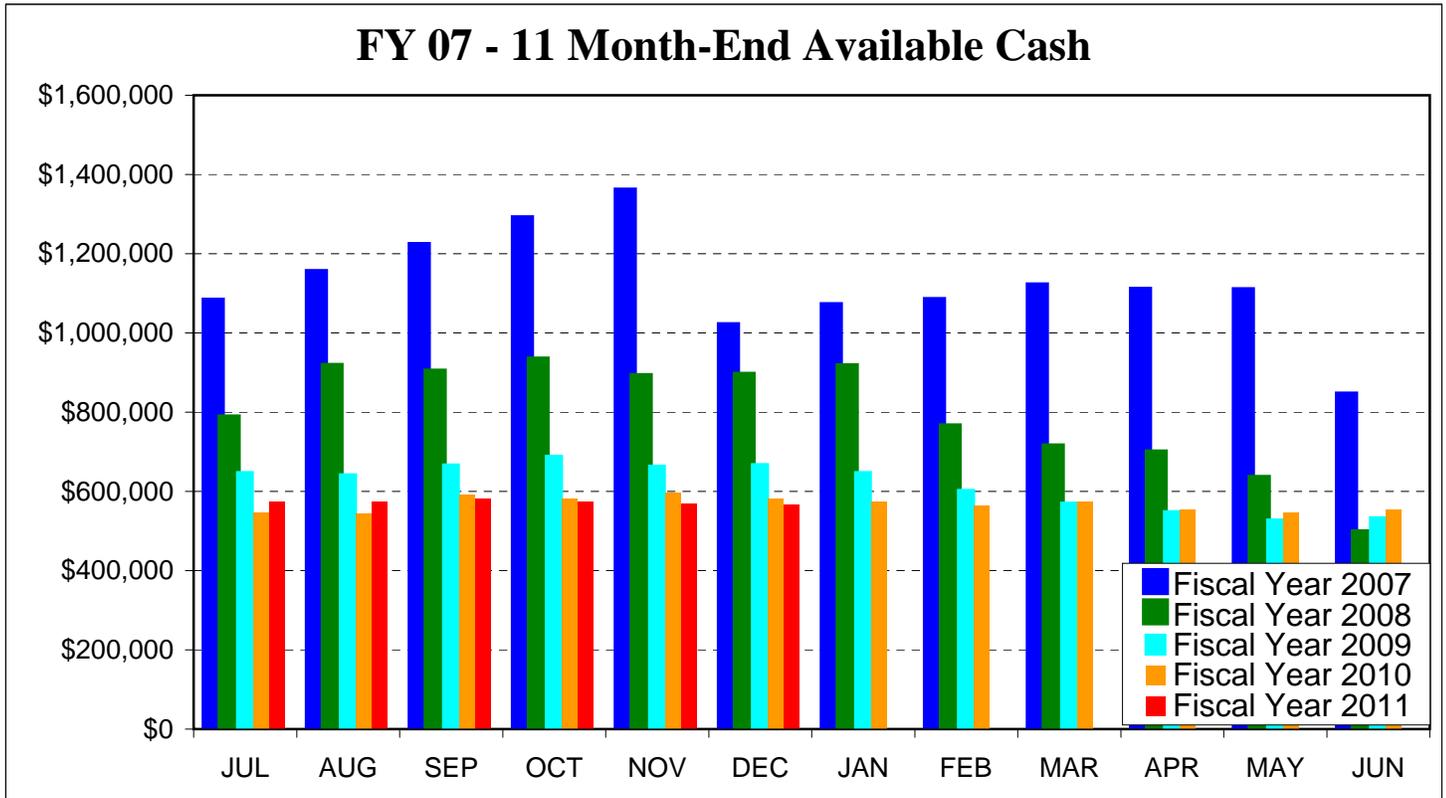
Class	Budget	Fiscal Year To Date	YTD as a % of Budget *	Remaining Budget	Projected for Remainder of Projected Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	800,000	483,619	60.5%	316,381	380,000	863,619	108.0%
Expenditures							
Personnel:	670,000	362,676	54.1%	307,324	333,074	695,750	103.8%
Operating:	180,000	106,326	59.1%	73,674	84,000	190,326	105.7%
Capital:	15,000	4,002	26.7%	10,998	13,000	17,002	113.3%
Total Expenditures	865,000	473,004	54.7%	391,996	430,074	903,078	104.4%
Net for FY 2011	(65,000)	10,615			(50,074)	(39,460)	

Statement of Cash Balance

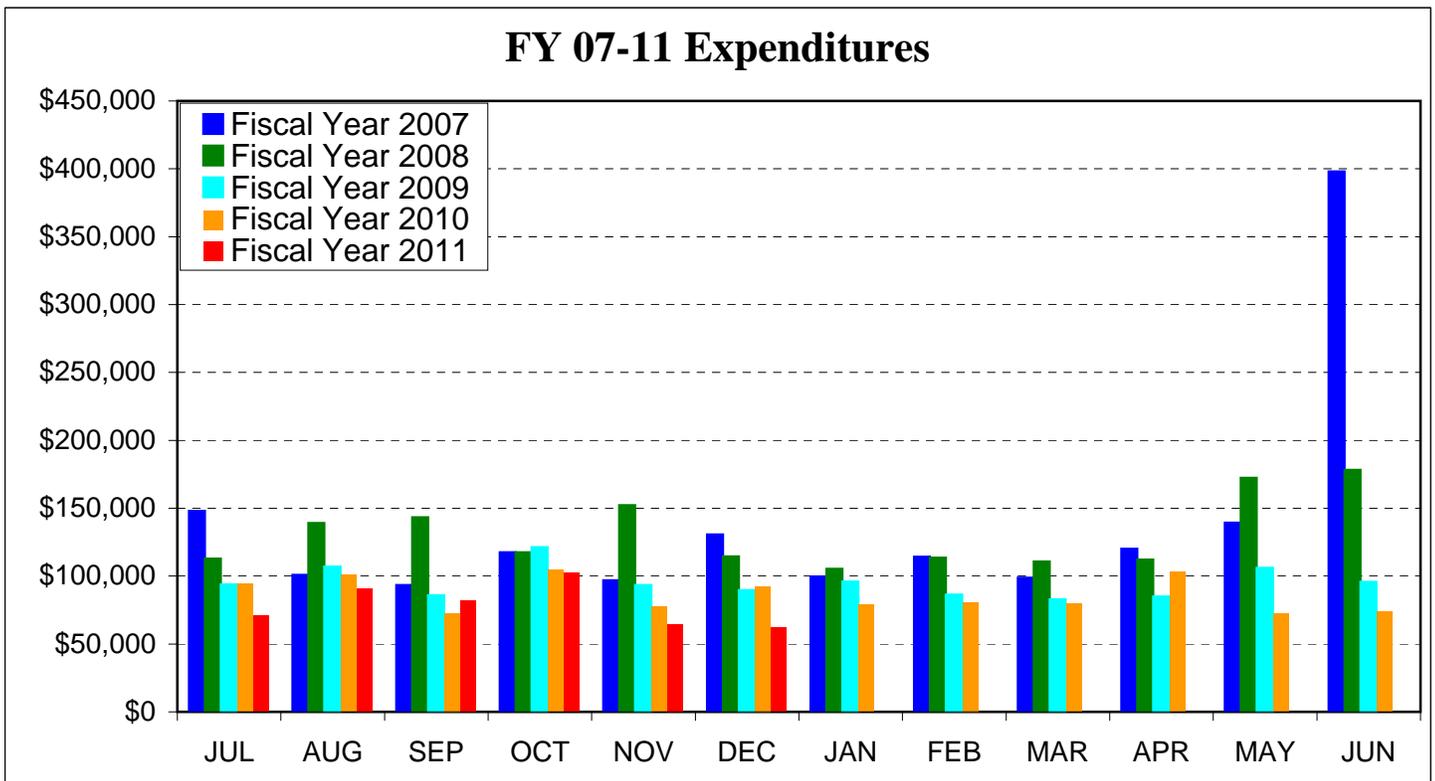
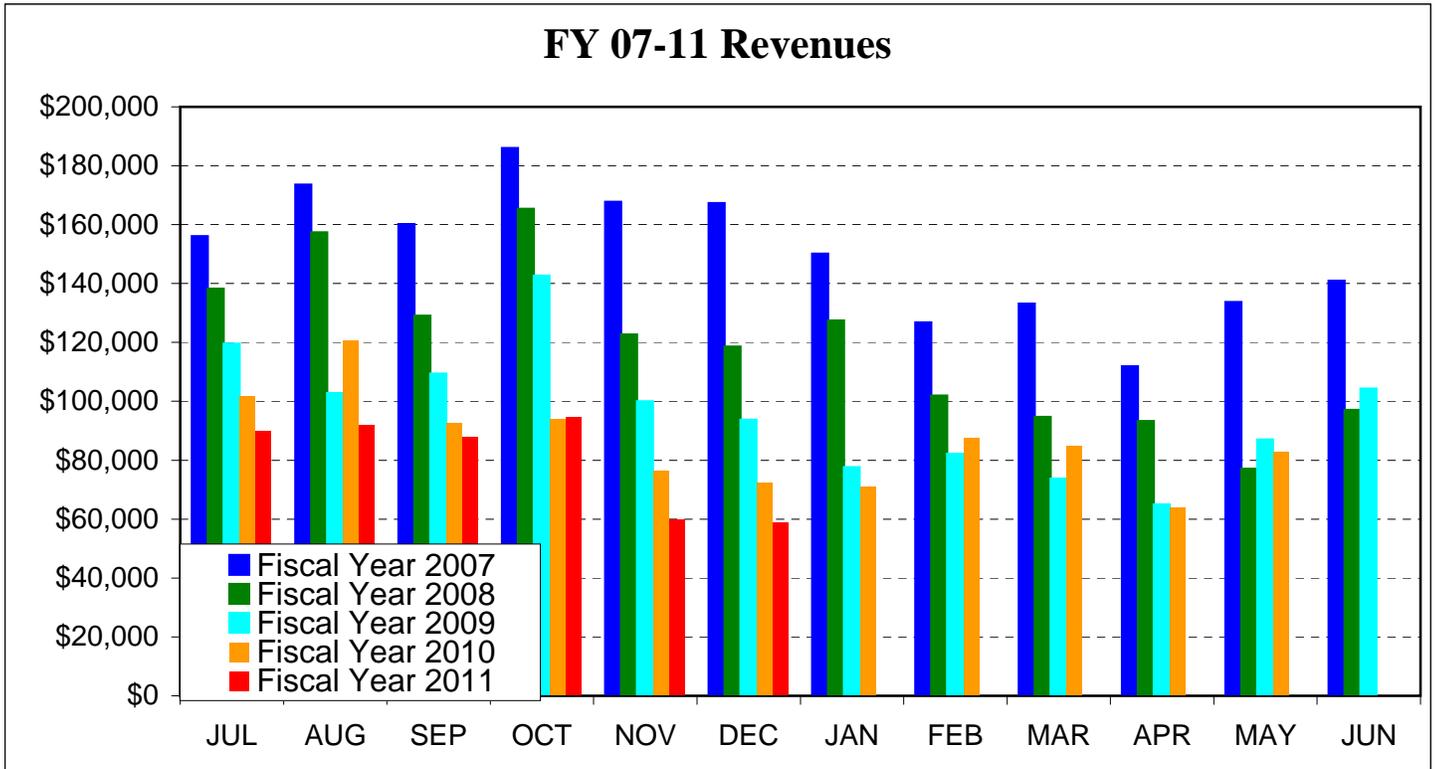
Beginning Cash Available	Revenues	Expenditures and Encumbrances	Other Changes in Cash	Available Cash	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
553,387	483,619	(473,004)	2,066	566,068	(50,074)	515,993

* Percent of Fiscal Year Completed 50.0%

IDAHO HVAC BOARD FUND



IDAHO HVAC BOARD FUND



FY 2011 REVENUE / EXPENSES

HVAC BOARD

JUL AUG SEP OCT NOV DEC JAN FEB MAR TOTAL

Revenues

REGULATORY LICENSES	21,126.00	19,582.00	22,711.00	11,774.00	13,391.00	10,112.00	-	-	-	98,696.00
INSPECTION FEE	66,968.88	71,449.39	64,810.01	81,693.94	46,659.77	46,874.01	-	-	-	378,456.00
FINES	1,892.50	875.00	657.92	1,196.69	-	672.09	-	-	-	5,294.20
OTHER - SALE OF VEHICLES, RENT	110.00	-	(325.00)	15.00	-	-	-	-	-	(200.00)
TOTAL REVENUE	90,097.38	91,906.39	87,853.93	94,679.63	60,050.77	57,658.10	-	-	-	482,246.20

Expenditures

Personnel										
GROSS SALARY & WAGES	39,785.78	39,347.26	44,920.13	65,553.70	39,604.13	40,248.17	-	-	-	269,459.17
EMPLOYEE BENEFITS	16,889.41	18,863.16	17,878.34	22,650.29	8,405.66	8,529.76	-	-	-	93,216.62
TOTAL PERSONNEL COSTS	56,675.19	58,210.42	62,798.47	88,203.99	48,009.79	48,777.93	-	-	-	362,675.79

Operating

COMMUNICATION SERVICES	1,548.75	1,961.56	1,585.66	1,118.48	1,543.16	1,298.17	-	-	-	9,055.78
EMPLOYEE DEVELOPMENT	565.68	441.26	626.56	280.90	82.50	100.28	-	-	-	2,097.18
GENERAL SERVICES	197.86	358.88	234.85	272.65	171.40	213.12	-	-	-	1,448.76
PROFESSIONAL SERVICES	18.50	1,233.00	-	-	-	-	-	-	-	1,251.50
REPAIR & MAINT SERVICES	834.51	1,021.42	2,113.98	3,173.25	850.23	1,809.92	-	-	-	9,803.31
ADMINSTRATIVE SERVICES	-	59.25	231.75	48.75	-	-	-	-	-	339.75
COMPUTER SERVICES	235.27	623.14	1,014.05	641.06	3,214.52	547.61	-	-	-	6,275.65
EMPLOYEE TRAVEL COSTS	874.64	378.48	499.16	797.86	899.66	711.74	-	-	-	4,161.54
ADMINISTRATIVE SUPPLIES	640.04	445.82	786.64	120.75	289.60	178.94	-	-	-	2,461.79
FUEL & LUBRICANTS	1,841.37	2,573.32	2,630.98	2,865.52	2,937.03	2,530.51	-	-	-	15,378.73
COMPUTER SUPPLIES	207.33	1,405.47	2,752.69	207.16	151.98	141.70	-	-	-	4,866.33
REPAIR & MAINT SUPPLIES	7.49	-	-	-	3.49	39.14	-	-	-	50.12
SPECIFIC USE SUPPLIES	48.30	124.99	203.20	59.46	81.81	14.98	-	-	-	532.74
INSURANCE	-	-	583.23	-	-	-	-	-	-	583.23
RENTALS & OPER LEASES	5,707.33	3,869.11	4,213.94	4,412.35	4,146.26	4,256.24	-	-	-	26,605.23
MISC EXPENDITURES										
CREDIT CARD FEES	798.49	839.97	798.55	-	1,580.28	609.99	-	-	-	4,627.28
PAYMENTS TO OTHER JURISDICTIONS	-	-	-	-	-	-	-	-	-	-
GOVERNMENTAL OVERHEAD	-	-	-	-	-	-	-	-	-	-
PAYMENTS TO OTHER STATE AGENCIES	-	16,370.55	-	-	-	-	-	-	-	16,370.55
ADMIN RULE EXPENSE	276.75	-	-	65.25	-	75.00	-	-	-	417.00
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	13,802.31	31,706.22	18,275.24	14,063.44	15,951.92	12,527.34	-	-	-	106,326.47

Capital Outlay

COMPUTER EQUIPMENT	-	218.62	1,122.71	-	-	569.23	-	-	-	1,910.56
MOTORIZED EQUIP	450.00	-	-	-	-	-	-	-	-	450.00
SPECIFIC USE SUPPLIES	-	813.80	-	-	827.40	-	-	-	-	1,641.20
TOTAL CAPITAL OUTLAY	450.00	1,032.42	1,122.71	-	827.40	569.23	-	-	-	4,001.76

TOTAL FY 2010 EXPENDITURES	70,927.50	90,949.06	82,196.42	102,267.43	64,789.11	61,874.50	-	-	-	473,004.02
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REVENUE / EXPENSES

1/31/2011

For the 6 months ended December 31st

HVAC BOARD

		FY 2008	FY 2009	FY 2010	FY 2011
Revenues					
	REGULATORY LICENSES	102,645.86	46,407.50	127,360.80	98,696.00
	INSPECTION FEE	718,315.78	592,117.54	452,672.85	378,456.00
	FINES	2,800.00	3,500.00	6,870.00	5,294.20
	OTHER - SALE OF VEHICLES, RENT	7,221.30	25,688.87	618.42	1,172.38
TOTAL REVENUE		830,982.94	667,713.91	587,522.07	483,618.58
Expenditures					
Personnel					
	GROSS SALARY & WAGES	421,062.99	337,259.14	300,884.84	269,459.17
	EMPLOYEE BENEFITS	166,155.70	137,214.37	120,358.88	93,216.62
TOTAL PERSONNEL COSTS		587,218.69	474,473.51	421,243.72	362,675.79
Operating					
	COMMUNICATION SERVICES	23,038.05	21,026.76	11,955.65	9,055.78
	EMPLOYEE DEVELOPMENT	2,915.16	2,630.76	964.29	2,097.18
	GENERAL SERVICES	19,071.76	6,614.02	1,864.13	1,448.76
	PROFESSIONAL SERVICES	10,901.00	1,942.19	-	1,251.50
	REPAIR & MAINT SERVICES	16,282.66	9,557.53	18,288.32	9,803.31
	ADMINISTRATIVE SERVICES	555.49	324.46	465.55	339.75
	COMPUTER SERVICES	666.13	1,902.87	1,414.03	6,275.65
	EMPLOYEE TRAVEL COSTS	6,914.80	8,515.03	5,948.15	4,161.54
	ADMINISTRATIVE SUPPLIES	12,839.18	4,057.69	2,461.10	2,461.79
	FUEL & LUBRICANTS	29,787.49	25,373.48	14,782.51	15,378.73
	COMPUTER SUPPLIES	36,267.53	2,611.02	3,176.81	4,866.33
	REPAIR & MAINT SUPPLIES	484.26	(118.98)	257.73	50.12
	SPECIFIC USE SUPPLIES	3,212.23	740.04	557.72	532.74
	INSURANCE	3,241.56	3,531.96	1,523.45	583.23
	RENTALS & OPER LEASES	6,353.19	6,215.39	27,530.44	26,605.23
	MISC EXPENDITURES	19,076.83	17,674.75	28,538.43	21,414.83
TOTAL OPERATING COSTS		191,607.32	112,598.97	119,728.31	106,326.47
Capital Outlay					
	COMPUTERS, VEHICLES & EQUIPMENT	-	3,660.31	1,581.10	4,001.76
TOTAL CAPITAL OUTLAY		-	3,660.31	1,581.10	4,001.76
TOTAL FY EXPENDITURES		778,826.01	590,732.79	542,553.13	473,004.02

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 12c

Outreach Program

OBJECTIVE: To update the Board on the progress of the Division's new Outreach Program.

ACTION: Informational

BACKGROUND: At the October 2010 Board meeting, the Division was questioned as to its role in the monitoring/tracking of non-licensed individuals installing commercial refrigeration.

The Division recognizes compliance as an issue and is in the process of creating an Outreach Program. One suggestion is to have an outreach advisor in each of the Division's three regions working with local government.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



**IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEO CONFERENCE MEETING**

Agenda Item No. 12d

Administrator

OBJECTIVE: To provide the Board with 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

