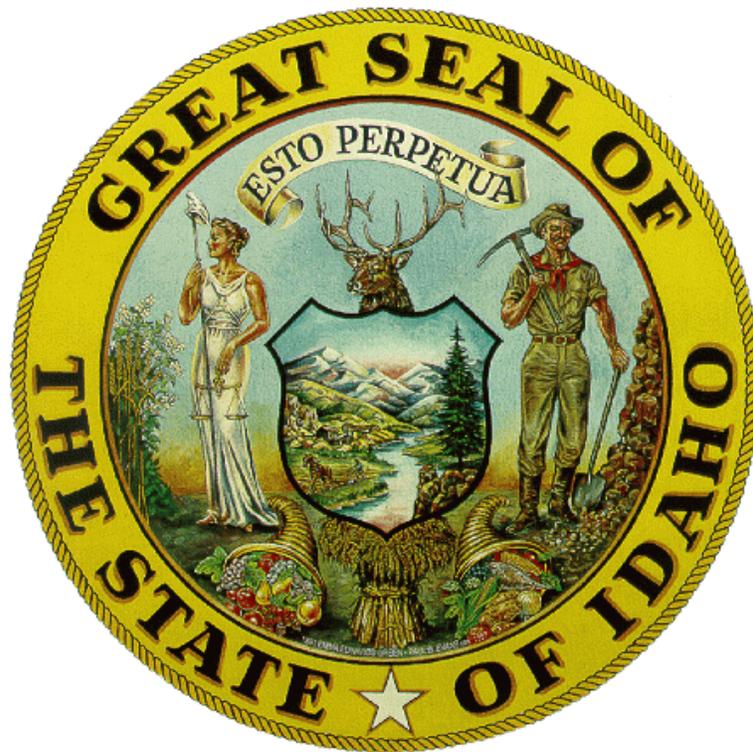


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

NOVEMBER 9, 2016



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve the November 9, 2016 Idaho HVAC Board meeting agenda.

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**

dbb.idaho.gov – (208) 332-7137

**Wednesday, November 9, 2016
9:30 a.m. – 3:30 p.m. (MST)**

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

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

- Roll Call & Introduction
- Open Forum

CONSENT AGENDA

1. Approval of the November 9, 2016 Agenda – Dan Brizee, Chairman
2. Approval of the July 6, 2016 Board Meeting Minutes – Dan Brizee, Chairman

ACTION AGENDA

3. **Schedule 2017 Board Meetings – Dan Brizee, Chairman**

INFORMATIONAL AGENDA

4. Idaho Code Title 50 Chapter 54 – Steve Keys, Deputy Administrator-Operations
5. Compliance Program Report – Terry Blessing, Compliance Program Supervisor
6. HVAC Program Manager Report – John Nielsen, HVAC Program Manager
7. Operational Report – Steve Keys, Deputy Administrator-Operations
8. Administrator Report – C. Kelly Pearce, Administrator
 - a. Financial Report – Fred Sisneros, Financial Manager

3:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the Idaho HVAC Board's preference. 10/24/2016rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve the July 6, 2016 Idaho HVAC Board meeting minutes.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft Minutes



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

Wednesday – July 6, 2016 – 1:00 p.m. (MDT)

**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 JULY 6, 2016 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 1:01 p.m. (MDT)

Board Members Present:

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

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
Renee Bryant, Administrative Assistant 2/Board Support

◆ **Open Forum**

No issues or concerns were brought forth.

◆ **Approval of the July 6, 2016 Agenda**

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

◆ **Approval of the May 11, 2016 Meeting Minutes**

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

◆ **Public Hearing - Negotiated Rulemaking**

This is the second of two public meetings/hearings to hear testimony on the adoption of the 2015 International Mechanical Code (IMC), International Fuel Gas Code (IFGC) and parts V

and VI of the International Residential Code (IRC). The first meeting/hearing was held on May 11, 2016. Since that time, the Division has not received any new comments.

Kraig Stevenson, International Code Council (ICC) Representative, addressed the following items as they pertain to energy: 1) New ANSI standards 301 and 380; 2) Air tightness, duct tightness and energy rating indexes; 3) Section R406 of the energy code and chapter 11 of the residential code; and 4) New tables to make duct links compatible with exhaust fans.

Mr. Stevenson suggested the Board consider changing the proposed new verbiage in Idaho Code § 54-5023(2) *Appointment and Qualification of Inspectors - No Financial Interest* to read “ICC certification and criteria as set by rule by the Board”. As explained, the new language would allow the Board to set minimum standard criteria with ICC as a component.

The Board will review Mr. Stevenson’s suggestion at the October 2016 Board meeting.

ACTION: At the October 2016 Board meeting, the Board will review the final statute changes to Idaho Code Title 50 Chapter 54 and review Mr. Stevenson’s idea.

Pat Minegar, Life Director of the Idaho Building Contractors Association (IBCA), explained the history behind IBCA wanting to stop the adoption of the three-year code cycle.

Joe Leckie is the Executive Director of the Idaho Public Utilities Commission and State Manager for the Pipeline Safety Program authorized through the Pipeline & Hazardous Materials Safety Administration (PHMSA). Part of the agreement with PHMSA is to maintain current regulations and adopt the latest uniform codes directly related to the gas piping and safety aspects in the transportation of natural gas.

The Chairman asked Mr. Leckie to provide to the Division specific code sections of the 2015 IMC and 2015 IFGC he would like the Board to consider for adoption.

ACTION: Joe Leckie will provide to the DBS specific sections of the 2015 IMC and 2015 IFGC as they pertain to safety in the gas piping industry.

Dave Yorgason, Representative for the Building Contractors Association of Southwestern Idaho, supports Mr. Minegar’s comments and hopes there will be more discussion on the energy codes and IRC in the future.

◆ **2015 International Mechanical Code, International Fuel Gas Code and parts V and VI of the International Residential Code**

The Chairman addressed the recent Idaho Building Code Board (IBCB) meeting and the controversy surrounding the adoption of the 2015 IRC and residential portion of the 2015 International Energy Conservation Code. Rather than move forward to adopt the 2015 IMC, 2015 IFGC and parts V and VI of the 2015 IRC, the Board agreed all of the Division’s boards should be consistent and adopt the same code year for their respective codes.

There was a brief discussion on the possible creation of an “Idaho Mechanical Code”. The Board would need to adopt, as a base level, one of the International Codes.

MOTION: Ted Sermon made a motion to not adopt the 2015 IMC, 2015 IFGC and parts V and VI of the 2015 IRC. John Smith seconded. All in favor, motion carried.

◆ **Board Authority--Title 54 Chapter 50**

Earlier in the day, the Board held a workshop to review, section by section, a 17-page draft on statute changes to Title 54 Chapter 50. This statute makes up the HVAC Board and program.

Kraig Stevenson reminded the Board of his suggestion in regard to Idaho Code § 54-5023(2) addressed during the *Public Hearing-Negotiated Rulemaking* portion of this meeting.

MOTION: Ted Sermon made a motion for the DBS to move forward with the proposal to Idaho Code Title 54 Chapter 50. John Smith seconded. Roll call vote: John Smith - yes, Bill Vandegrift - yes, Bill Carter - yes, Bruce Graham - yes, Tim LaMott - yes, Ted Sermon - yes, and Dan Brizee - yes. All in favor, motion carried.

◆ **Refund/Transfer of HVAC Permit Fees**

The draft proposal specifies the requirements to transfer a permit or refund permit fees.

MOTION: Ted Sermon made a motion to move forward with the proposed rule change. Bill Carter seconded. All in favor, motion carried.

◆ **Journeyman Certificates of Competency Requirements**

Some states do not require nor offer schooling to individuals working in the HVAC trade. As another option for out-of-state applicants to qualify to take the journeyman exam, the draft proposal would require 16,000 hours of HVAC work experience.

The HVAC Program Manager suggested defining the four (4) years of HVAC work experience as 8,000 hours.

MOTION: Ted Sermon made a motion to accept the journeyman certificate of competency requirements as presented. Bill Carter seconded. All in favor, motion carried.

◆ **Permit/Inspection on Ducting of Vent Fans**

The proposed statute change would allow an electrician to cover the running of the duct work on exhaust fans.

MOTION: Ted Sermon made a motion to accept the proposal for permit/inspection on ducting of vent fans. Bill Carter seconded. All in favor, motion carried.

◆ **Conveyor Pizza Ovens**

Currently, conveyor pizza ovens are considered medium-duty cooking appliances and require type I hoods. At a previous meeting, it was suggested the definition of electric and gas conveyor pizza ovens be changed from medium to light-duty cooking appliances and from type I to type II hoods.

MOTION: Ted Sermon made a motion to approve the proposal for conveyor pizza ovens. John Smith seconded. All in favor, motion carried.

◆ **Program Manager Report**

Proposed Legislation - The HVAC Program Manager is wrapping up the final draft proposals for submission to the 2017 legislature.

◆ **Compliance Program Report**

Program - The Compliance Program Supervisor continues to work closely with inspectors throughout the state of Idaho.

Classes - The second half of the public works contractors license classes will be held in September and October. Board members are encouraged to attend.

◆ **Operational Report**

Revenue - Approximately one-fourth (1/4) of the HVAC Program's revenue is derived from the contract with the city of Meridian.

◆ **Administrator Report**

Financial Report – The Idaho HVAC Board Fund, FY 2016 financial statement as of May 31, 2016, was reviewed.

City of Meridian Projects - The Division has completed the plan review for the Ameri Ben Shell and Core project. This project, located on the northeast corner of the I-84/Ten Mile Interchange, will take approximately 2.5 years to build and will include two hotels and retail/office space.

As part of the Village, the owners will develop an additional 235,000 square feet; extending to Eagle Road.

Permits - Last year 600 permits were issued for new residential projects in the city of Meridian. As of today, over 800 residential permits have been purchased.

Building Program - The Division reviews approximately 12-15 plans and provides 40-50 inspections on a daily basis for the city of Meridian.

City Contracts - The Division is in negotiations with the cities of Bellevue and Blackfoot to take on the responsibility of their building programs.

Damage Prevention Board - The 2016 legislature approved an 11-member board under the DBS titled *Damage Prevention Board*. The Board became effective July 1, 2016.

School Safety and Security Advisory Board - Effective July 1, 2016, the DBS has a new 13-member board known as the *School Safety and Security Advisory Board*.

◆ **Adjournment**

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

Chairman Brizee adjourned the meeting at 2:12 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 HVAC Board. 09/12/2016rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03

Schedule 2017 Board Meetings

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Schedule board meetings for 2017.

ACTION: Vote to accept, reject or modify the 2017 meeting dates as proposed under *Background*.

BACKGROUND: The following 2017 dates were selected for the Board's consideration:

February 8th (Wednesday), May 10th (Wednesday), July 12th (Wednesday), and November 8th (Wednesday)

PROCEDURAL HISTORY:

ATTACHMENTS: 2017 Board Meeting Calendar



DBS BOARD MEETINGS - 2017

DAMAGE PREVENTION BOARD	
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 7, MAY 9, JUL 11
IDAHO BUILDING CODE BOARD	FEB 14, APR 25, JUN 27, OCT 24
IDAHO ELECTRICAL BOARD	JAN 25, APR 26, JUL 26, OCT 25
IDAHO HEATING VENTILATION & AIR COND. BOARD	FEB 8, MAY 10, JUL 12, NOV 8
IDAHO PLUMBING BOARD	FEB 16, MAY 18, JUL 27, OCT 12
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 9, APR 10, JUL 10, OCT 2
SCHOOL SAFETY & SECURITY ADVISORY BOARD	JAN 12

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

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

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
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Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Unavailable dates blacked out

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04

Idaho Code Title 50 Chapter 54

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Adopt revised changes to Idaho Code Title 54 *Professions, Vocations, and Businesses*, Chapter 50 *Installation of Heating, Ventilation, and Air Conditioning Systems*.

ACTION: Informational

BACKGROUND: **February 2016** - Revised draft legislation was provided to the Board. Changes are: 1) Rename the Idaho HVAC Board to Idaho Mechanical Board, 2) Board has authority to enact continuing education requirements, and 3) Administrator will levy civil penalties and the Board will hear appeals.

May 2016 - The proposal would change the fundamental way licensing is handled relative to the HVAC trade; bringing consistency among the HVAC, electrical, and plumbing trades.

July 2016 - Kraig Stevenson, International Code Council Representative, suggested the Board consider changing the proposed new verbiage in Idaho Code § 54-5023(2) *Appointment and Qualification of Inspectors - No Financial Interest* to read “ICC certification and criteria as set by rule by the Board”. As explained, the new language would allow the Board to set minimum standard criteria with ICC as a component.

At the October 2016 Board meeting, the Board will review the final statute changes to Idaho Code Title 50 Chapter 54 and review Mr. Stevenson’s idea.

ATTACHMENTS: Documentation will be distributed at the meeting.



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05

Compliance Program 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. 06

HVAC Program Manager Report

PRESENTER: John Nielsen, HVAC Program Manager

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. 07

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. 08

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. 08a

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 2017 Financial Statements
 As of 09/30/2016



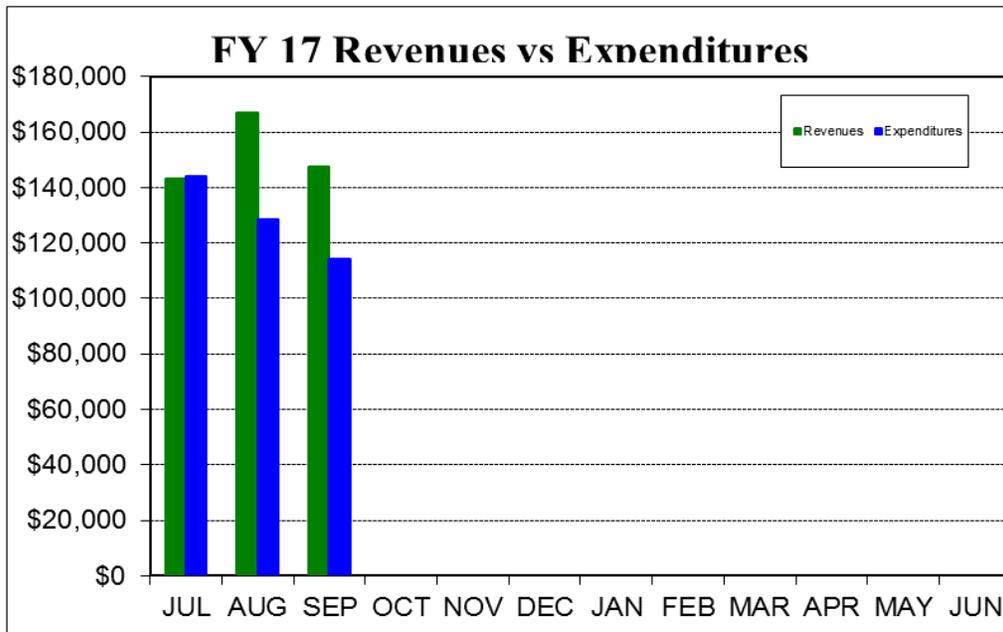
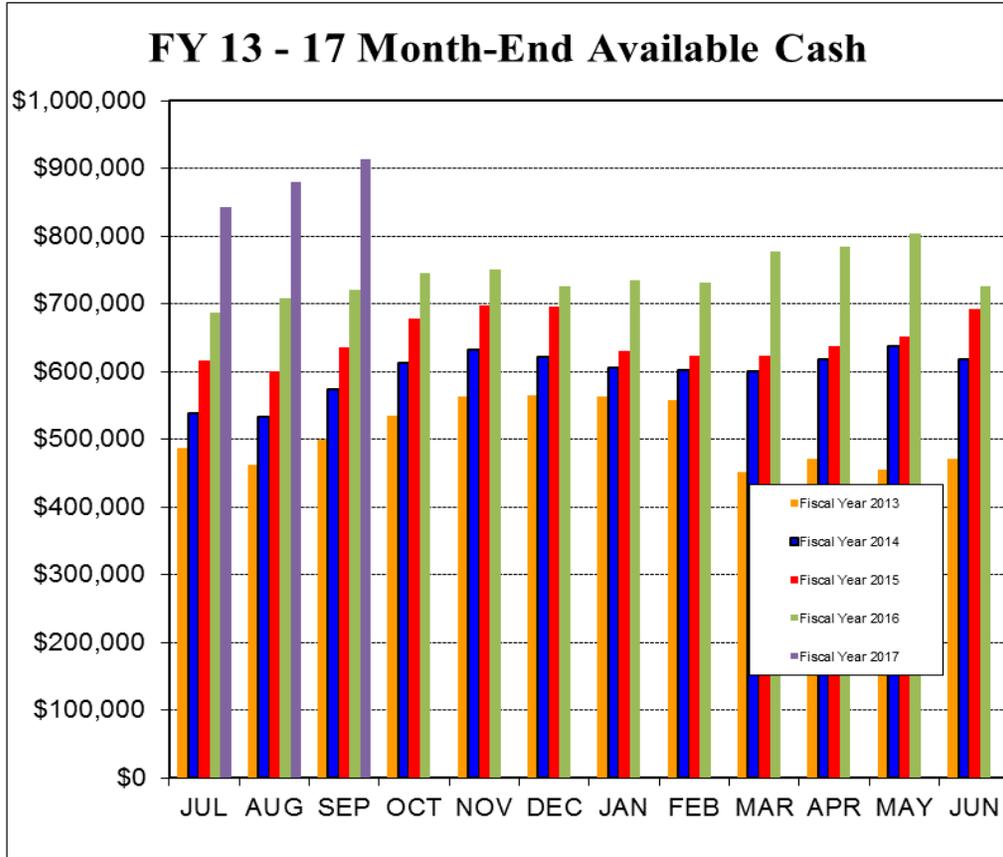
Statement of Revenues and Expenditures

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:	1,592,100	457,712	28.7%	1,134,388	1,126,944	1,584,657	99.5%
Expenditures							
Personnel:	1,278,300	292,322	22.9%	985,978	835,207	1,127,529	88.2%
Operating:	266,000	73,493	27.6%	192,507	165,625	239,119	89.9%
Capital:	47,800	20,760	43.4%	27,040	27,040	47,800	100.0%
Total Expenditures	1,592,100	386,576	24.3%	1,205,524	1,027,872	1,414,448	88.8%
Net for FY 2017	-	71,136			99,073	170,209	

Statement of Cash Balance

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Sep 30, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
842,058	457,712	(386,576)	1,406	914,600	99,073	1,013,672

IDAHO HVAC BOARD FUND 0229-08



IDAHO HVAC BOARD FUND 0229-08

