

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

**Wednesday – November 13, 2013 – 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 1, Suite 4, Pocatello, Idaho**

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 9:32 a.m. (MT)

**Board Members Present:**

Dan Brizee, Chairman  
Ted Sermon, Vice-Chairman  
Bruce Graham  
Russ Goyen  
Bill Carter  
Arlyn Tietz

**DBS Staff Members Present:**

C. Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator-Operations  
Ron Whitney, Deputy Administrator-Administration  
Patrick Grace, Deputy Attorney General  
Kathleen Watkins, Financial Manager  
Jerry Peterson, HVAC Program Manager  
Rod Freligh, Regional Manager, Region 1  
Chris Jensen, Regional Manager, Region 3  
Terry Blessing, Regional Supervisor, Region 1  
Bill Hatch, Public Information Officer  
Renee Bryant, Administrative Assistant 2/Board Secretary

**Board Members Absent:**

Tim LaMott

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of the November 13, 2013 Agenda**

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

◆ **Approval of the July 10, 2013 Board Meeting Minutes**

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

◆ **Administrative Appeals Hearing**

Thomas John – NOV HVC1308-0002 – The appeal was resolved prior to the meeting.

◆ **Schedule 2014 Meetings**

The 2014 Idaho HVAC Board meeting dates are as follows: February 12th, May 14th, July 9th, and November 12th.

**MOTION:** Ted Sermon made a motion to approve the 2014 Idaho HVAC Board meeting dates as presented. Bill Carter seconded. All in favor, motion carried.

◆ **HVAC Program Manager Report**

Conditioned Crawlspace – A conditioned crawlspace is a crawlspace constructed and insulated so that it is part of the conditioned space of the house. There have been inconsistencies with these spaces; specifically the inadequacy of air flow. The HVAC program manager has provided training throughout the state of Idaho on the code requirements for this type of space.

Manual J – DBS has received customer complaints with regard to manual J; primarily balance issues. The homes in question are predominantly larger two-story with bonus rooms. The Division continues to work to coordinate load calculation training for designers in the Treasure Valley.

CWI Technical Advisory Committee – The HVAC program manager is on the College of Western Idaho (CWI) Technical Advisory Committee. Enrollment for the fall 2013 First Year Apprenticeship program is 57; doubling from 2012's total of 28.

CWI On-Line Course – As part of its on-line training, CWI has created a virtual training center. Individuals are graded on how well they work through the scenario.

The program manager was asked to invite CWI to demonstrate the program at the February 2014 Board meeting.

**ACTION:** For the February 2014 Board meeting, the HVAC program manager will invite the College of Western Idaho to demonstrate their on-line virtual training program.

◆ **Operational Report**

HVAC Inspections – The Division received a complaint against a local jurisdiction whose inspector is not HVAC certified; however, has been performing mechanical inspections. The county in question is working with another jurisdiction, as well as the state of Idaho, to issue permits and perform HVAC inspections until its inspector receives the necessary certification(s).

Revenue – The percentage of revenue from the city of Meridian contract relative to HVAC for the first three months of FY 2014 is 27.5%.

◆ **Administrator Report**

Continue Education Units (CEU) – The plumbing program manager provided a brief summary of the CEU requirements for the plumbing industry.

As addressed at the October 24, 2013 Plumbing Board meeting, the administrator offered to provide a letter to the Board on occupations registered with the state of Idaho Bureau of Occupational Licenses and the number of CEUs required to maintain their registration.

**ACTION:** The Division will provide a list of professions registered with the state of Idaho Bureau of Occupational Licenses and their CEU requirements to the Board.

Financial Report – The Idaho HVAC Board fund, FY 2014 financial statement as of September 30, 2013, was reviewed.

Statewide Projects – DBS has been intricately involved in the following major projects: The Village at Meridian; Shoshone-Bannock Hotel and Event Center, Fort Hall; and Melaleuca headquarters, Idaho Falls.

Revenue – The Division closed FY 2013 with a 22% increase in accumulative funds.

Proposed Budget – A new proposed budget, with a slight increase of over 2% from last year, has been submitted to the governor’s office.

◆ **Recognition**

Russ Goyen was recognized for his years of service on the Board with a commemorative plaque.

◆ **Adjournment**

Chairman Brizee adjourned the meeting at 10:38 a.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