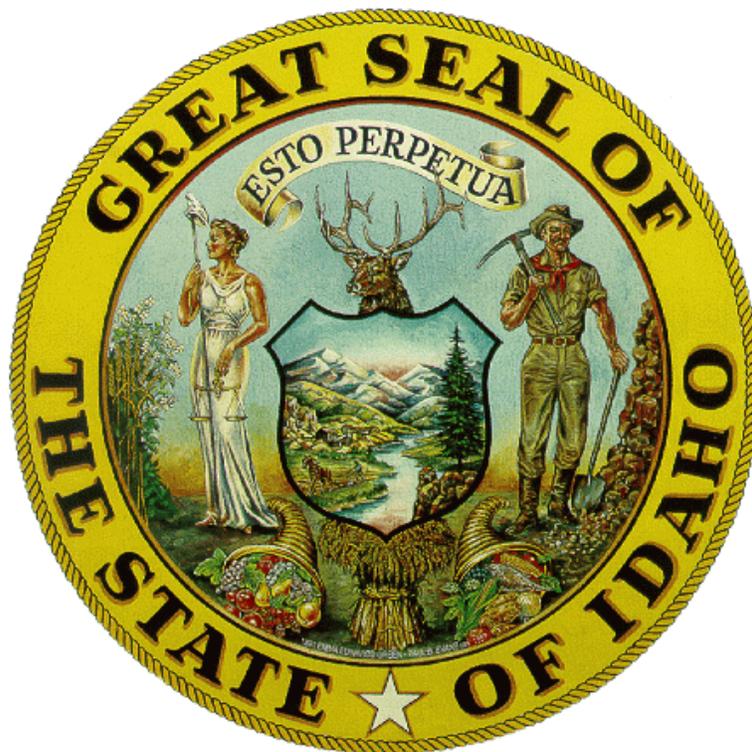


DIVISION OF BUILDING SAFETY  
IDAHO HEATING, VENTILATION AND  
AIR CONDITIONING BOARD  
VIDEOCONFERENCE MEETING

FEBRUARY 15, 2012



# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item No. 01

## Agenda

**PRESENTER:** Dan Brizee, Chairman

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**OBJECTIVE:** Approve the agenda for the February 15, 2012 Idaho HVAC Board Videoconference meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** February 15, 2012 Idaho HVAC Board meeting tentative Agenda

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**TENTATIVE AGENDA**

**NOTICE OF PUBLIC MEETING**

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

**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  
dbs.idaho.gov – (208) 332-7137**

***Wednesday, February 15, 2012  
9:30 a.m. – 3:30 p.m. (MT)***

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

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

- Roll Call & Introductions
- Open Forum

**CONSENT AGENDA**

1. Approval of the February 15, 2012 Agenda
2. Approval of the October 19, 2011 Board Meeting Minutes

**INFORMATIONAL AGENDA**

3. Square Footage Fee Structure/Woodstove-Fireplace Installation – John Rupert, Specialty Hearth Contractor
4. Continuing Education – Jerry Peterson
5. Code Adoption Process – Jerry Peterson
6. Pressure Testing for ABS/PVC Venting – Jerry Peterson

**Noon - LUNCH BREAK *(If needed)***

**1:00 p.m.**

7. HVAC Program Manager Report – Jerry Peterson
8. Operational Report – Steve Keys

9. Administrator Report
  - a. Financial Report – C. Kelly Pearce and Dave Decker
  - b. Administrator – C. Kelly Pearce

**NEW/OLD BUSINESS**

**EXECUTIVE SESSION** *(If needed)*

**3:30 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. 01/19/12r*

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 02**

**Minutes**

**PRESENTER:** Dan Brizee, Chairman

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**OBJECTIVE:** Approve the minutes from the October 19, 2011 Idaho HVAC Board meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** October 19, 2011 Idaho HVAC Board meeting draft minutes

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**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**

**\*DRAFT MINUTES OF THE OCTOBER 19, 2011 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 9:30 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](http://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).

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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

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DATE

\*These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 12/14/11rb

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item No. 03      Square Footage Fee Structure/Woodstove-Fireplace

**PRESENTER:**      John Rupert, Specialty Hearth Contractor

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**OBJECTIVE:**      Clarify concerns with regard to the square footage fee structure for the installation of woodstoves/fireplaces.

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**ACTION:**      Informational

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**BACKGROUND:**      Mr. Rupert would like to address the unfair competitive advantage HVAC contractors have over specialty hearth contractors since they do not need to purchase separate permits in new construction.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:**      No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item No. 04

## Continuing Education

**PRESENTER:** Jerry Peterson, HVAC Program Manager

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**OBJECTIVE:** Create a continuing education program for the HVAC trade.

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**ACTION:** Informational

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**BACKGROUND:** May 2011 – The Plumbing program recently modeled their continuing education program after the Electrical program. Jerry Peterson would like to see an effort made to have an avenue that would provide consistent, ongoing training, i.e., blending code update, code-related training, and specific factory training, at low to no cost. Chairman Brizee expressed interest in having legislation go before the 2012 legislative session. Russ Goyen agreed to inform local building officials and associations that the topic “continuing education” will be addressed at the July 20, 2011 HVAC Board meeting.

July 2011 – The Division will begin the process of outlining HVAC contractor continuing education requirements, i.e., how many hours per year, topics, places to obtain qualified education, etc. Chris Miller, CWI, requested to be included in the process. Ted Sermon asked Jim Conan, Vice President of Eastern Idaho HVAC Contractors Association, to contact Mr. Peterson with ideas before the October Board meeting.

October 2011 – 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 topic “Continuing Education” 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.

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**ATTACHMENTS:** HVAC Continuing Education Rule Text

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a. Certificates that are not timely renewed will expire on the last day of the month in which the renewal is due. (4-6-05)

b. Revived certificates shall be issued in such a manner as to create a renewal date that coincides with the birth month of the applicant so as to create a staggered system of renewal. (4-6-05)

**04. Continuing Education.** The Idaho Heating, Ventilation, Air Conditioning Board will establish criteria for approval of instructors and courses of instruction, and instructors and courses of instruction shall be approved by the Division HVAC Program. Proof of completion of the continuing education requirements contained in this subsection must be submitted to the Division prior to, or concurrent with the application for licensure renewal by any licensee in order to renew a journeyman or contractor license.

(4- -13)

a. Journeyman must complete eight (8) hours of continuing education for each three (3)-year license cycle, or every three (3) years for a licensee who renews annually. Of the required eight (8) hours, four (4) hours must be related to HVAC code updates and the other four (4) hours may be industry related training.

(4- -13)

b. Contractors must complete sixteen (16) hours of continuing education for each three (3)-year license cycle, or every three (3) years for a licensee who renews annually. Hours accrued obtaining journeyman education may be applied toward this requirement whenever applicable

(4- -13)

-- 019. (RESERVED).

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item 05

## Code Adoption Process

**PRESENTER:** Jerry Peterson, HVAC Program Manager

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**OBJECTIVE:** Determine the length of time needed to get the above items to/through legislature to become effective and enforceable.

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**ACTION:** Informational

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**BACKGROUND:** 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; going 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.

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.

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item 06

## Pressure Testing for ABS/PVC Venting

**PRESENTER:** Jerry Peterson, HVAC Program Manager

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**OBJECTIVE:** Explore the viability of adding an IDAPA rule requiring pressure testing for ABS/PVC venting located in concealed locations within the conditioned space of residences.

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**ACTION:** Informational

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**BACKGROUND:** Energy Codes and Best practices are directing the HVAC industry to locate furnaces within the conditioned space of homes for energy efficiency reasons. This may increase the risk or number of incidents of CO poisoning as a result of improperly installed plastic venting of these appliances. Because a variety of techniques and products are used for venting and we have current issues as well as known legal cases in Idaho, it's appropriate to look at what other jurisdictions are doing to address concerns related to venting.

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Documentation will be provided at the February 15, 2012 HVAC Board meeting.

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 07**

**HVAC Program Manager Report**

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**PRESENTER:** Jerry Peterson, HVAC Program Manager

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**OBJECTIVE:** Report on the recent activities of the HVAC program.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 08**

**Operational Report**

**PRESENTER:** Steve Keys, Deputy Administrator-Operations

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**OBJECTIVE:** Provide an overview of the daily operations of the HVAC program and DBS.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 09a**

**Financial Report**

**PRESENTER:** C. Kelly Pearce, Administrator and Dave Decker, Financial Specialist

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**OBJECTIVE:** Review the Idaho HVAC Board's Financial Report.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Financial Report

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**Division of Building Safety**  
 IDAHO HVAC BOARD FUND 0229-08  
 Fiscal Year 2012 Financial Statements  
 As of 12/31/2012

Statement of Revenues and Expenditures

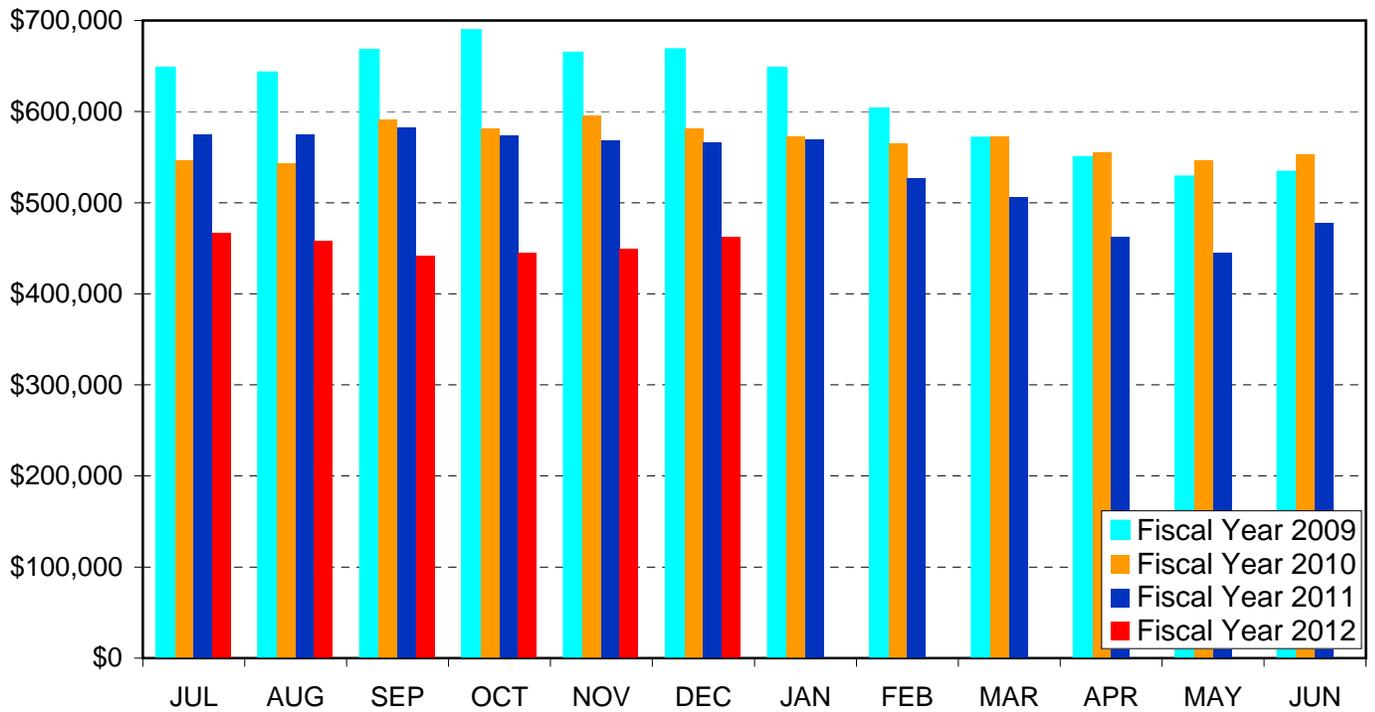
Class	Budget	Fiscal Year To Date	YTD as a % of Budget *	Remaining Budet	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	\$ 850,000	\$ 432,935	50.9%	\$ 417,065	\$ 355,500	\$ 788,435	92.8%
Expenditures							
Personnel:	\$ 710,000	\$ 328,947	46.3%	\$ 381,053	\$ 272,037	\$ 600,984	84.6%
Operating:	\$ 190,000	\$ 110,683	58.3%	\$ 79,317	\$ 84,000	\$ 194,683	102.5%
Capital:	\$ 31,000	\$ 981	3.2%	\$ 30,019	\$ 22,000	\$ 22,981	74.1%
Total Expenditures	\$ 931,000	\$ 440,612	47.3%	\$ 490,388	\$ 378,037	\$ 818,649	87.9%
Net for FY 2012	\$ (81,000)	\$ (7,677)			\$ (22,537)	\$ (30,214)	

Statement of Cash Balance

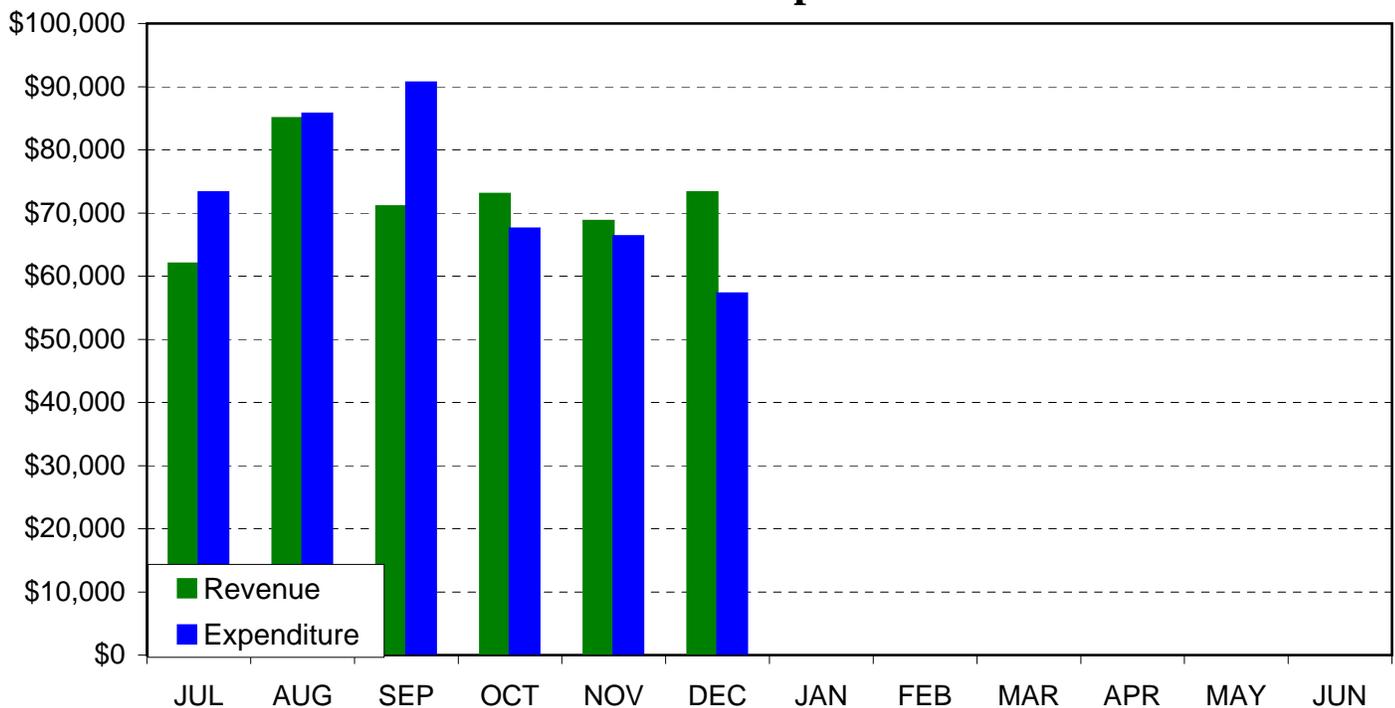
Beginning Cash Available	Revenues	Expenditures and Encumbrances	Other Changes in Cash	Available Cash	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
\$ 475,098	\$ 432,935	\$ (440,612)	\$ (5,254)	\$ 462,167	\$ (22,537)	\$ 439,630

# IDAHO HVAC BOARD FUND 0229-08

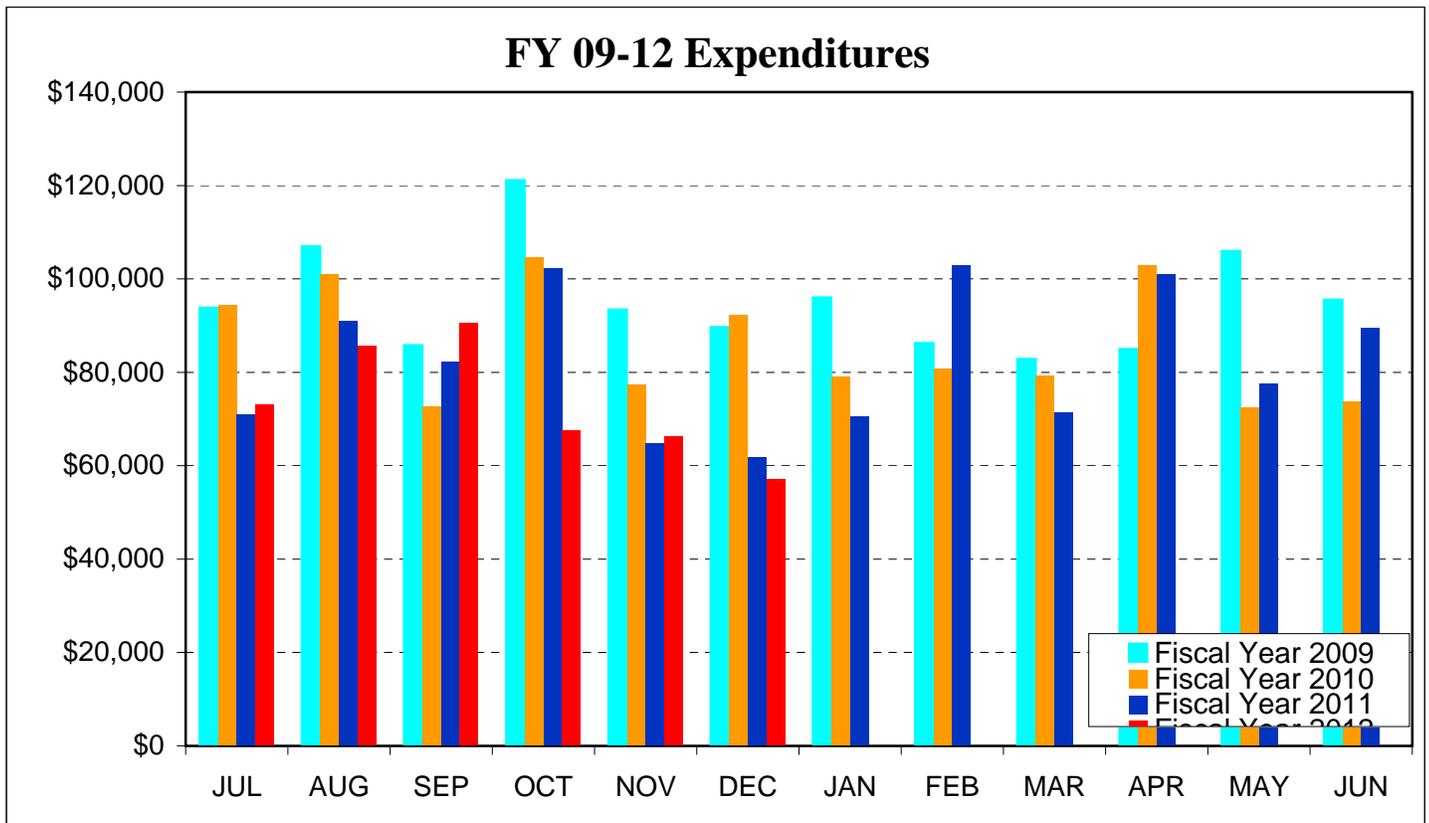
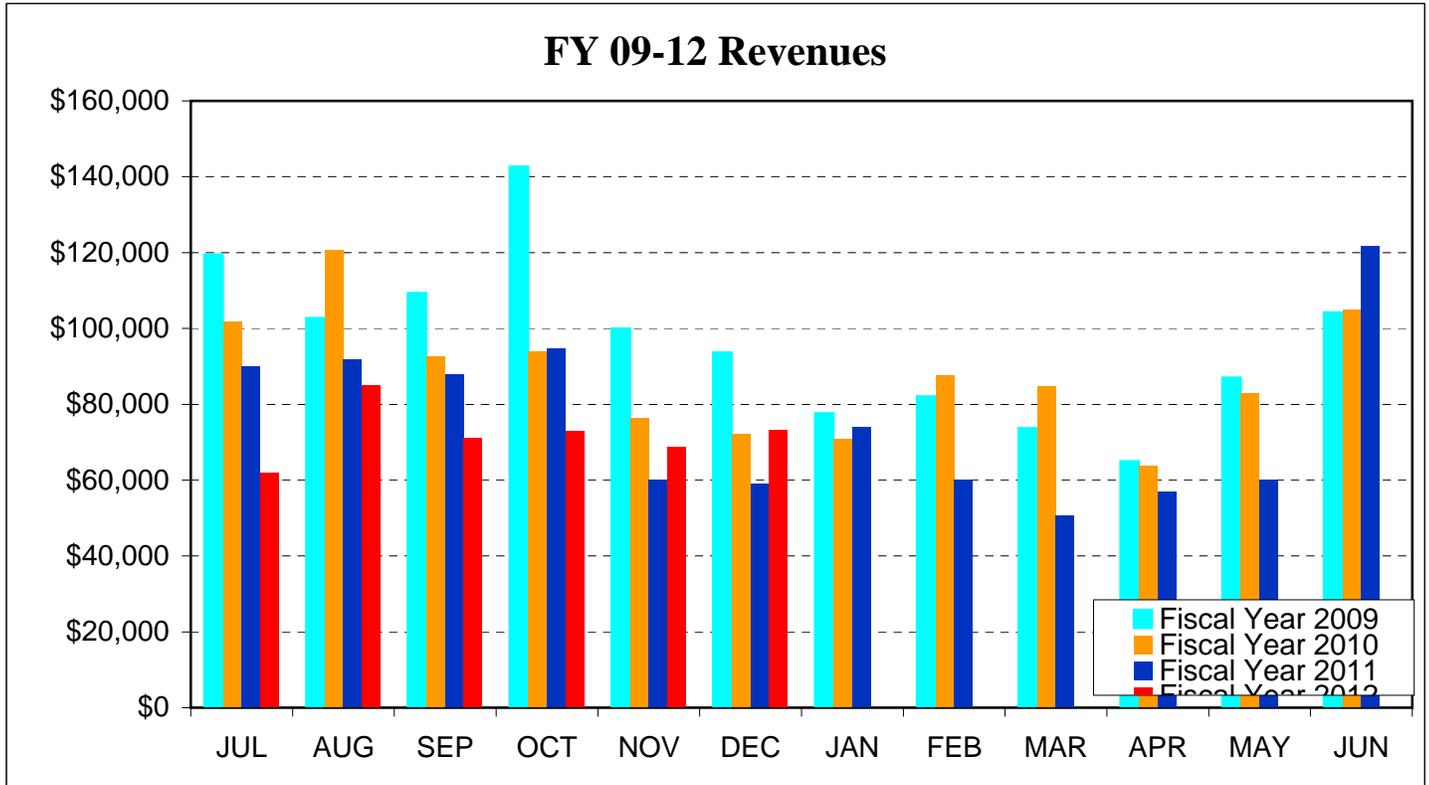
## FY 09 - 12 Month-End Available Cash



## FY 12 Revenues vs Expenditures



# IDAHO HVAC BOARD FUND 0229-08



# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 09b**

**Administrator**

**PRESENTER:** C. Kelly Pearce, Administrator

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**OBJECTIVE:** Provide an overview of the Division's current activities.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No documentation

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