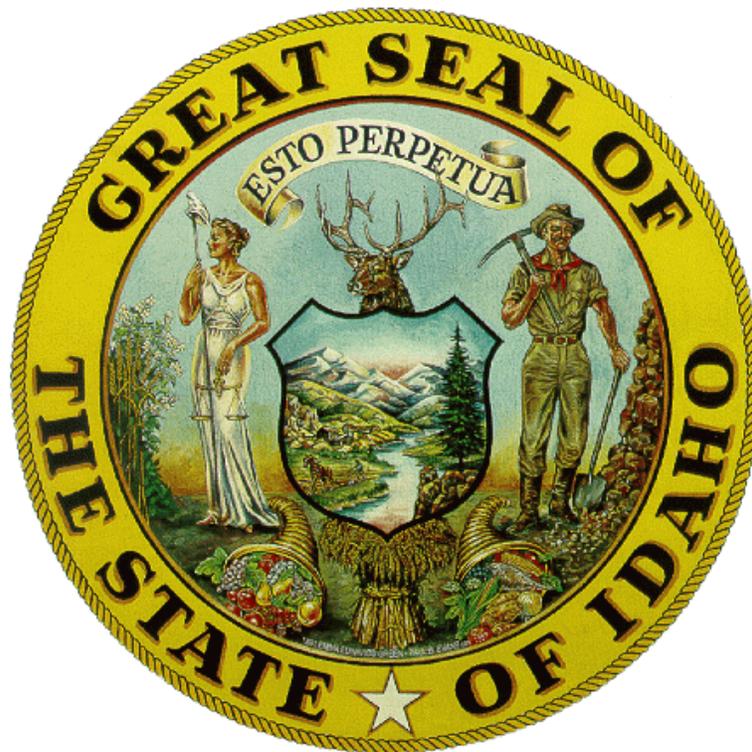


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND  
AIR CONDITIONING BOARD  
VIDEOCONFERENCE MEETING

NOVEMBER 13, 2013



# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item No. 01

## Agenda

**PRESENTER:** Dan Brizee, Chairman

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**OBJECTIVE:** Approve agenda for the November 13, 2013 Idaho HVAC Board meeting.

---

**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 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  
dbs.idaho.gov – (208) 332-7137**

**Wednesday, November 13, 2013  
9:30 a.m. – 3:30 p.m. (MT)**

*(Note: North Idaho - Meeting Commences @ 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 November 13, 2013 Agenda
  2. Approval of the July 10, 2013 Board Meeting Minutes
- ACTION AGENDA**
3. **Administrative Appeals Hearing – Jerry Peterson**
    - a. **Thomas John – NOV HVC1308-0002**
  4. **Schedule 2014 Meetings – Chairman Brizee**
- 12:00 p.m. LUNCH BREAK** (*If needed*)
- INFORMATIONAL AGENDA**
5. Program Manager Report – Jerry Peterson
  6. Operational Report – Steve Keys
  7. Administrator Report
    - a. Financial Report – C. Kelly Pearce and Kathleen Watkins
    - b. Administrator – C. Kelly Pearce
- 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. 09/20/2013*

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 02**

**Minutes**

**PRESENTER:** Dan Brizee, Chairman

---

**OBJECTIVE:** Approve minutes from the July 10, 2013 Idaho HVAC Board meeting.

---

**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Draft minutes

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

**Wednesday – July 10, 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**

**\*DRAFT MINUTES OF THE JULY 10, 2013 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.**

Acting Chairman Ted Sermon called the meeting to order at 9:30 a.m. (MT).

**Board Members Present:**  
Ted Sermon, Vice-Chairman  
Bruce Graham  
Tim LaMott  
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  
Adam Bowcutt, Regional Supervisor, Region 3  
Bill Hatch, Public Information Officer  
Renee Bryant, Administrative Assistant 2/Board Secretary

**Board Members Absent:**  
Dan Brizee, Chairman

In the absence of Chairman Dan Brizee, Vice-Chairman Ted Sermon served as the acting chairman at this meeting.

◆ **Acknowledgement**

Arlyn Tietz, County Official Representative, was welcomed to the Board.

◆ **Open Forum**

Annual Conference – Pete Crow, International Association of Plumbing and Mechanical Officials announced IAPMO's 84th Annual Education and Business Conference will be held September 29 - October 3, 2013 in Kansas City, Missouri.

◆ **Approval of the July 10, 2013 Agenda**

It was requested agenda item 4c *Continuing Education* be moved from the "Public Hearing/Action Agenda" to the "Action Agenda".

**MOTION:** Tim LaMott made a motion to approve the agenda with the change. Bruce Graham seconded. All in favor, motion carried.

◆ **Approval of the May 22, 2013 Board Meeting Minutes**

**MOTION:** Russ Goyen made a motion to approve the minutes as written. Bruce Graham seconded. All in favor, motion carried.

◆ **HVAC Contractor & Journeyman Licensing & Testing**

The Idaho HVAC journeyman exam is based on trade and the Idaho HVAC contractor exam is based on business and law.

Idaho residents must maintain a journeyman license before testing for a contractor license. However, individuals from other states have been allowed to come into Idaho and test for a contractor license prior to receiving their journeyman license.

The Board unanimously agreed out-of-state contractors must obtain an Idaho HVAC journeyman license prior to taking the Idaho HVAC contractor exam.

**MOTION:** Bruce Graham made a motion to approve the interpretation DBS is currently using for licensure. Tim LaMott seconded. All in favor, motion carried.

◆ **Continuing Education**

All proposed statutory/rule changes must go through the process of negotiated rulemaking prior to being presented to the legislature. The topic *Continuing Education* has been discussed at collaborative committee meetings; however, has not been through the proper procedure. Unable to present a draft proposal on continuing education to the 2014 legislature, the Division requested the Board consent to move forward with the negotiated rulemaking process.

**MOTION:** Tim LaMott made a motion to move forward with the negotiated rulemaking process. Russ Goyen seconded. All in favor, motion carried.

◆ **Public Testimony**

Adoption of the 2012 Codes – Upon approval, the following changes will be submitted to the 2014 legislature:

• Adopt Amendments to the 2012 International Mechanical Code (IMC)

It was recommended to adopt amendments on dryer duct and gauge table, 504.6.1 and Table 603.4, to the 2012 IMC.

**MOTION:** Tim LaMott made a motion to adopt the exceptions to amendment 504.6.1 and 603.4, duct gauges for fire ducts and round ducts, in the 2012 IMC. Russ Goyen seconded. All in favor, motion carried.

• Adoption of the 2012 International Mechanical Code (IMC)

The code version will need to be changed from 2009 to 2012 in IDAPA 07.07.01.004.

**MOTION:** Tim LaMott made a motion to adopt the 2012 IMC. Bruce Graham seconded. All in favor, motion carried.

- Adoption of the 2012 International Fuel Gas Code (IFGC)  
It was recommended to adopt the 2012 IFGC with no amendments. The code version will need to be changed from 2009 to 2012 in IDAPA 07.07.01.005.

**MOTION:** Russ Goyen made a motion to adopt the 2012 IFGC. Tim LaMott seconded. All in favor, motion carried.

- Adopt Amendments to Part V (Mechanical) and Part VI (Fuel Gas) of the 2012 International Residential Code (IRC)  
It was recommended to adopt Parts V and VI of the 2012 IRC with amendments to dryer duct and gauge table; M1502.4.1, Table M1601.1.1 (2), and M1502.4.2.

**MOTION:** Bruce Graham made a motion to approve the amendments to the 2012 IRC. Tim LaMott seconded. All in favor, motion carried.

- Adoption of the 2012 International Residential Code (IRC)  
The code version will need to be changed from 2009 to 2012 in IDAPA 07.07.01.006.

**MOTION:** Tim LaMott made a motion to adopt and move to the 2012 IRC with subsequent adjustments or exceptions as noted previously. Bruce Graham seconded. All in favor, motion carried.

- Adopt Amendment to Part V (Mechanical Ventilation/Makeup Air) of the 2012 IRC  
It was recommended to adopt an amendment to M1507.3.1 (mechanical ventilation/ makeup air) in Part V of the 2012 IRC.

**MOTION:** Tim LaMott made a motion to adopt the additional language in the amendment to Part V of the 2012 IRC. Bruce Graham seconded. All in favor, motion carried.

- IDAPA 07.07.01.006.01(i) “Section M1401.3”  
In section M1401.3, size requirements shall be established by the authority having jurisdiction. This has caused confusion in the industry. The existing code provides sufficient flexibility; allowing for the use of other methodologies. It was recommended IDAPA 07.07.01.006.01(i) should be removed in its entirety.

**MOTION:** Russ Goyen made a motion to adopt the deletion. Tim LaMott seconded. All in favor, motion carried.

◆ **HVAC Program Manager Report**

Water Heater Venting – The issue of proper draw of air for venting water heaters inside homes has not been resolved. The HVAC program manager continues to work on this matter.

◆ **Operational Report**

Limited Work Schedule – Due to an accident, the HVAC program manager is on a limited work schedule.

On-the-Job Training – On-the-job training continues to be provided to inspectors.

◆ **Administrator Report**

Financial Report – The Idaho HVAC Board fund, FY 2013 financial statement as of May 31, 2013, was reviewed.

Vehicles – Agency-wide, 19 new vehicles were purchased; replacing one-third of the Division’s fleet. Three of the vehicles were purchased from the HVAC Board fund for HVAC inspectors hired to work solely in Meridian, Idaho.

Meridian Program – DBS has four full-time employees dedicated to providing inspections, plan reviews, and Manual J and D reviews for the city of Meridian. Statistical information was provided for the first six months of 2013.

Personnel – In 2007, the Division had 152 full-time employees. As of July 1, 2013, its authorized strength is 121.

◆ **Adjournment**

**MOTION:** Tim LaMott made a motion to adjourn the meeting. Russ Goyen seconded. All in favor, motion carried.

The meeting adjourned at 11:00 a.m. (MT).

\_\_\_\_\_  
TED SERMON, ACTING, 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. 08/01/13rb

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 03a**

**Thomas John – NOV HVC1308-0002**

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

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**OBJECTIVE:** Administer a ruling on Thomas John’s appeal – NOV HVC1308-0002

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**ACTION:** Affirm, reject, decrease or increase the imposed penalties

---

**BACKGROUND:** The Notice of Violation (NOV) was issued based upon a proposed violation to IDAPA 07.07.01.070.01 “Heating, Ventilation, and Air Conditioning Contractor or Specialty Contractor”.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Documentation from Thomas John and the Division of Building Safety

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 04**

**Schedule 2014 Meetings**

**PRESENTER:** Dan Brizee, Chairman

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**OBJECTIVE:** Schedule 2014 Meeting Dates.

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**ACTION:** Vote to accept or reject the 2014 meeting dates as addressed under "Background".

---

**BACKGROUND:** The following 2014 dates were selected for the Board's consideration:

February 12th, May 14th, July 9th, and November 12th. These dates are the second Wednesday of the month.

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**PROCEDURAL  
HISTORY:**

---

**ATTACHMENTS:** 2014 Board Meeting Calendar

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# 2014

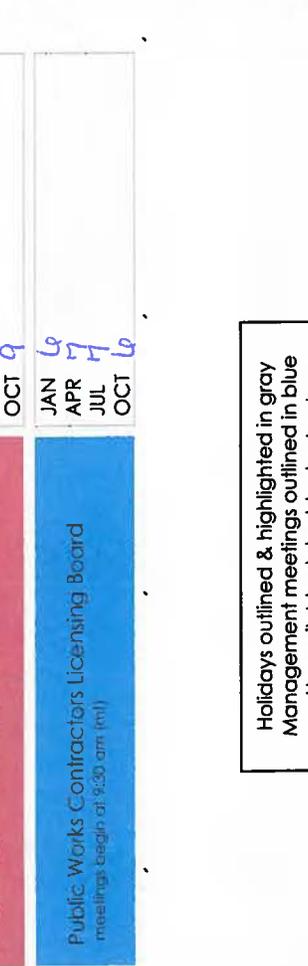
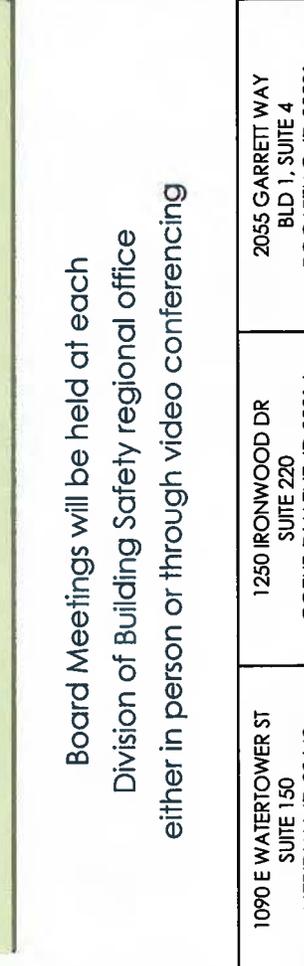
## DBS BOARD MEETINGS - 2014

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

|                                                         |                                                          |                                                           |
|---------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|
| 1090 E WATERTOWER ST<br>SUITE 150<br>MERIDIAN, ID 83642 | 1250 IRONWOOD DR<br>SUITE 220<br>COEUR D'ALENE, ID 83814 | 2055 GARRETT WAY<br>BLD 1, SUITE 4<br>POCATELLO, ID 83201 |
|---------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------|

|                                                                            |                                      |
|----------------------------------------------------------------------------|--------------------------------------|
| Idaho Building Code Board<br>meetings begin at 9:30 am (mt)                | FEB 18<br>APR 15<br>JUN 17<br>OCT 21 |
| Idaho Electrical Board<br>meetings begin at 9:30 am (mt)                   | JAN 23<br>APR 24<br>JUL 24<br>OCT 23 |
| Idaho HVAC Board<br>meetings begin at 9:30 am (mt)                         | FEB 12<br>MAY 14<br>JUL 9<br>NOV 12  |
| Manufactured Housing Board<br>meetings begin at 9:30 am (mt)               | JAN 28<br>APR 22<br>JUL 22<br>NOV 18 |
| Modular Building Advisory Board<br>meetings begin at 9:30 am (mt)          | MAR 12<br>MAY 7<br>JUL 10            |
| Idaho Plumbing Board<br>meetings begin at 9:30 am (mt)                     | FEB 20<br>MAY 22<br>JUL 23<br>OCT 9  |
| Public Works Contractors Licensing Board<br>meetings begin at 9:30 am (mt) | JAN 6<br>APR 7<br>JUL 7<br>OCT 6     |

Holidays outlined & highlighted in gray  
 Management meetings outlined in blue  
 Unavailable dates blacked out



O = Education Board Mtgs = Plumbing Only

# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

## Agenda Item No. 05

## Program Manager Report

**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.

---

**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 06**

**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.

---

**ACTION:** Informational

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

---

**PROCEDURAL  
HISTORY:**

---

**ATTACHMENTS:** No documentation

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# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 07a**

**Financial Report**

**PRESENTER:** C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager

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**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:**

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**ATTACHMENTS:** Financial Report

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**Division of Building Safety**  
 IDAHO HVAC BOARD FUND 0229-08  
 Fiscal Year 2013 Financial Statements  
 As of 6/30/2013

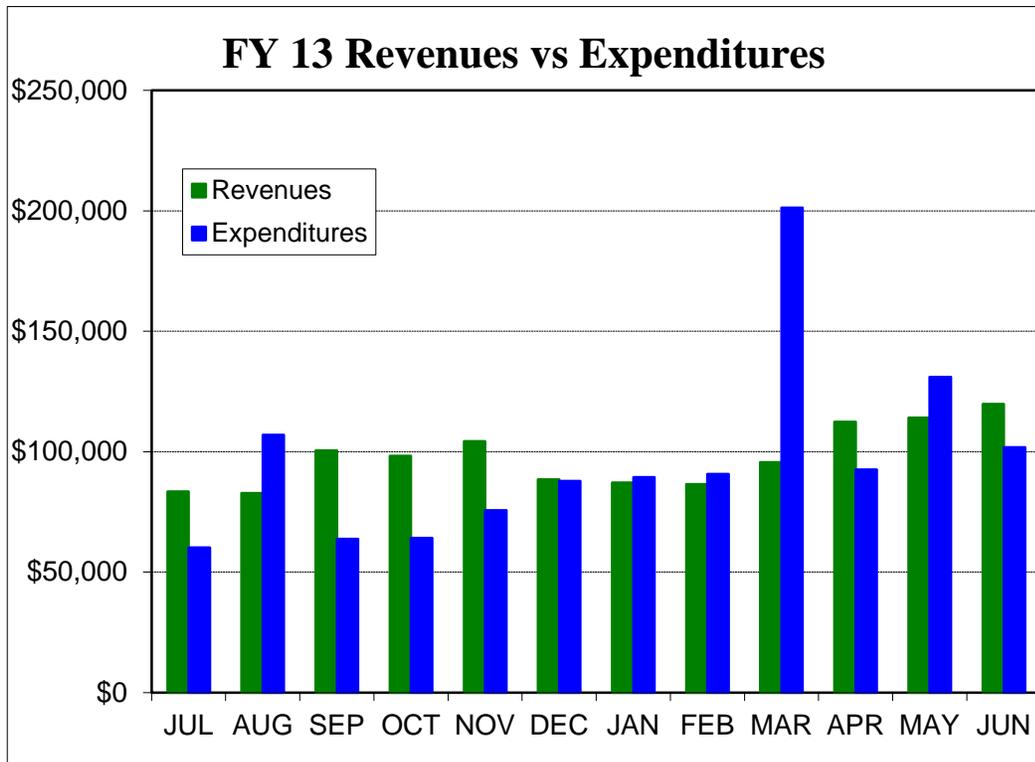
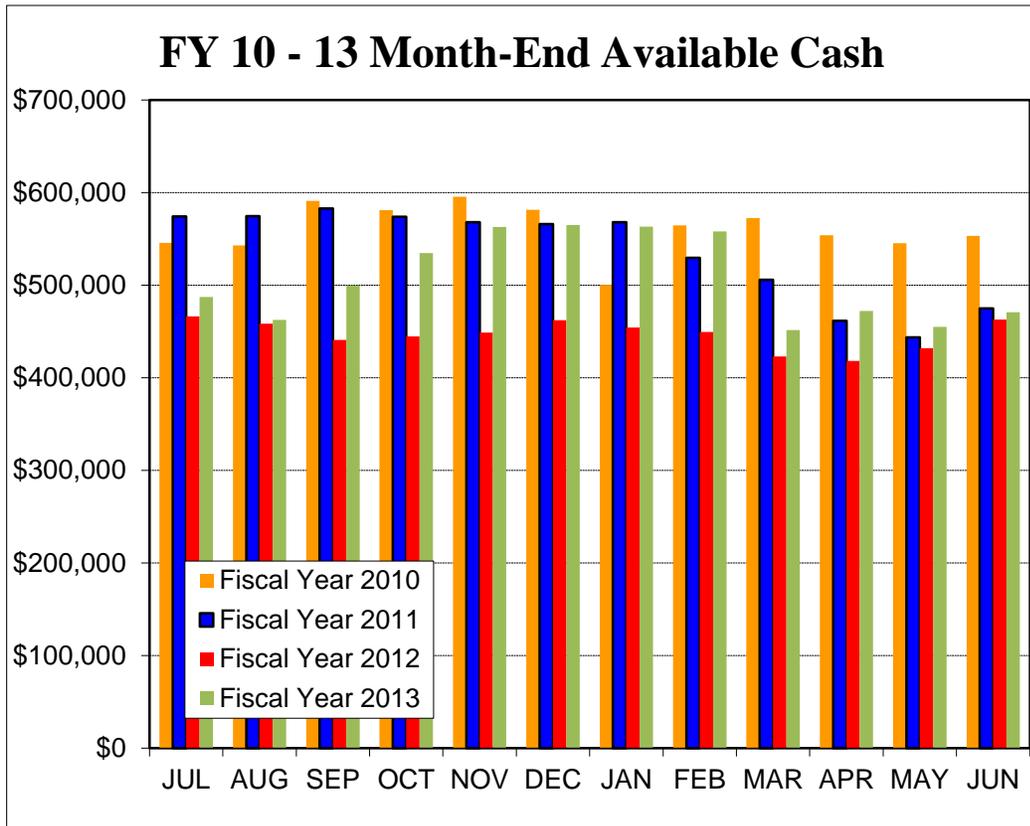
Statement of Revenues and Expenditures

| 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:          | 831,000  | 1,173,472           | 141.2%               | (342,472)        | -                               | 1,173,472                 | 141.2%                           |
| Expenditures       |          |                     |                      |                  |                                 |                           |                                  |
| Personnel:         | 618,000  | 806,585             | 130.5%               | (188,585)        | -                               | 806,585                   | 130.5%                           |
| Operating:         | 218,000  | 210,467             | 96.5%                | 7,533            | -                               | 210,467                   | 96.5%                            |
| Capital:           | 45,000   | 148,491             | 330.0%               | (103,491)        | -                               | 148,491                   | 330.0%                           |
| Total Expenditures | 881,000  | 1,165,543           | 132.3%               | (284,543)        | -                               | 1,165,543                 | 132.3%                           |
| Net for FY 2013    | (50,000) | 7,929               |                      |                  | -                               | 7,929                     |                                  |

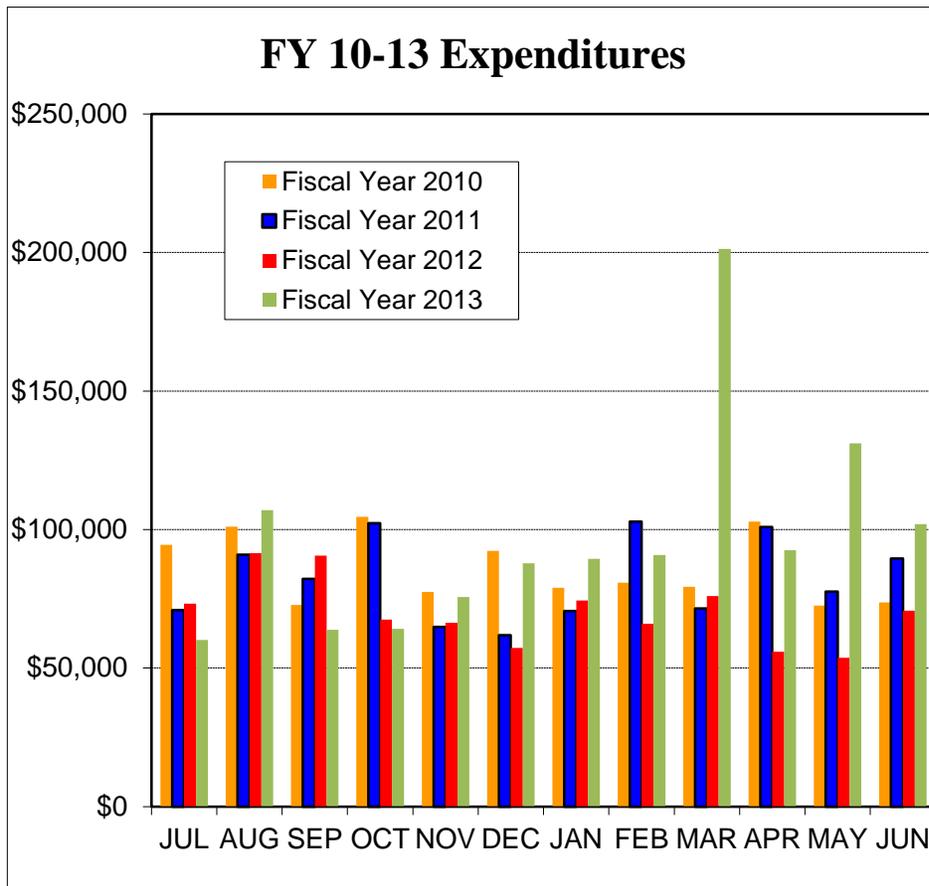
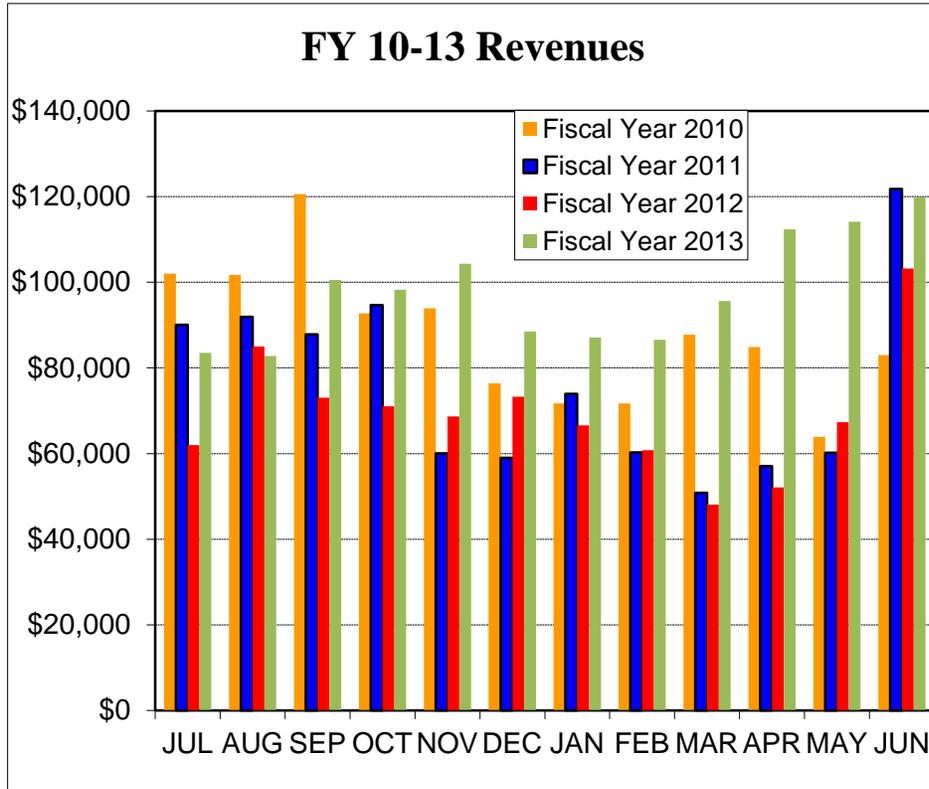
Statement of Cash Balance

| July 1, 2012 Beginning Cash Available | Fiscal Year to Date Revenues | Fiscal Year to Date Expenditures and Encumbrances | Other Changes in Cash | Available Cash as of June 30, 2013 | Projected Change in Cash for Remainder of Year | Projected Year End Available Cash |
|---------------------------------------|------------------------------|---------------------------------------------------|-----------------------|------------------------------------|------------------------------------------------|-----------------------------------|
| 462,917                               | 1,173,472                    | (1,165,543)                                       | 162                   | 471,008                            | -                                              | 471,008                           |

## IDAHO HVAC BOARD FUND 0229-08



# IDAHO HVAC BOARD FUND 0229-08





**Division of Building Safety**  
 IDAHO HVAC BOARD FUND 0229-08  
 Fiscal Year 2014 Financial Statements  
 As of 9/30/2013

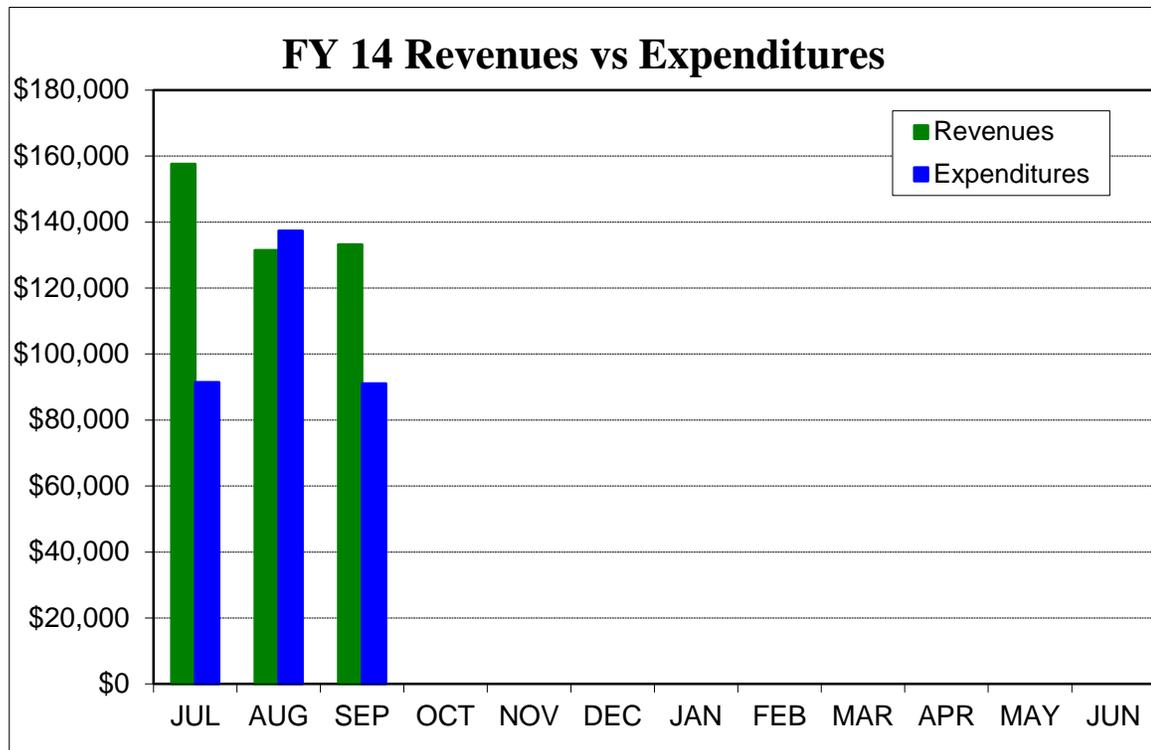
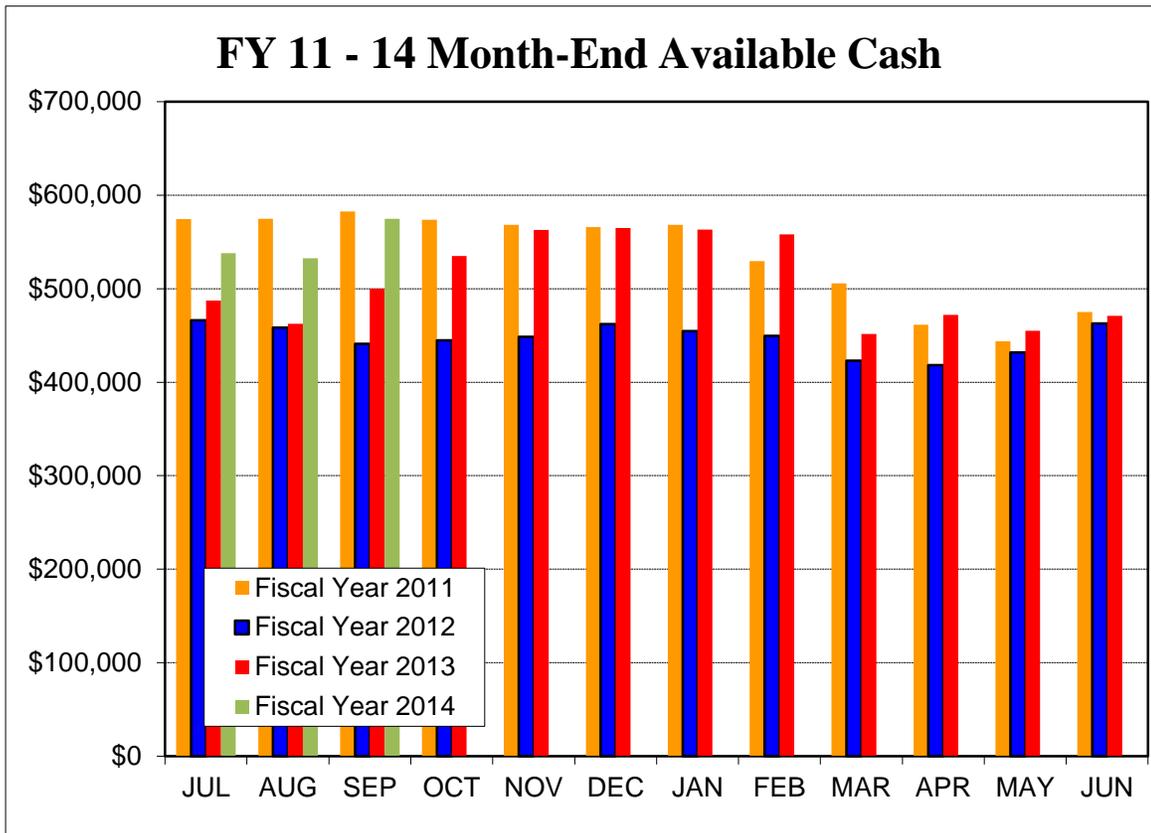
Statement of Revenues and Expenditures

| 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:          | 1,173,000 | 422,306             | 36.0%                | 750,694          | 1,047,505                       | 1,469,811                 | 125.3%                           |
| Expenditures       |           |                     |                      |                  |                                 |                           |                                  |
| Personnel:         | 936,000   | 247,777             | 26.5%                | 688,223          | 672,537                         | 920,314                   | 98.3%                            |
| Operating:         | 219,000   | 70,198              | 32.1%                | 148,802          | 165,471                         | 235,670                   | 107.6%                           |
| Capital:           | 32,000    | 1,890               | 5.9%                 | 30,110           | 30,110                          | 32,000                    | 100.0%                           |
| Total Expenditures | 1,187,000 | 319,865             | 26.9%                | 867,135          | 868,118                         | 1,187,983                 | 100.1%                           |
| Net for FY 2014    | (14,000)  | 102,441             |                      |                  | 179,386                         | 281,828                   |                                  |

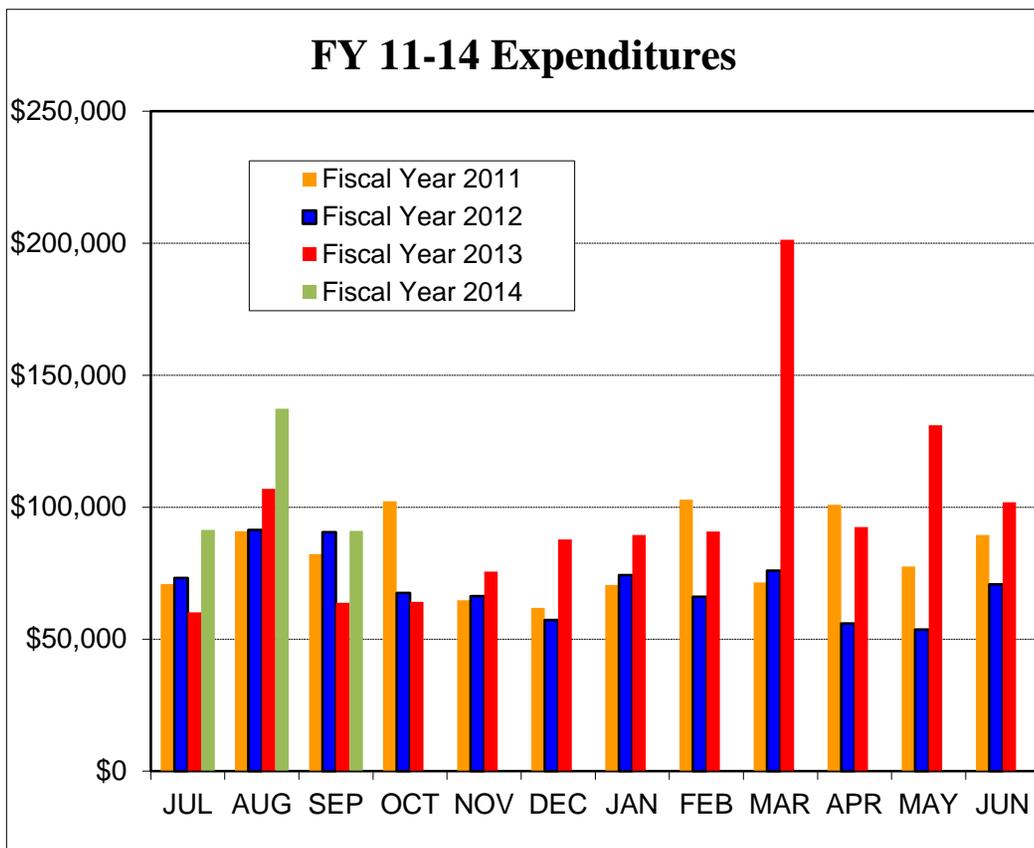
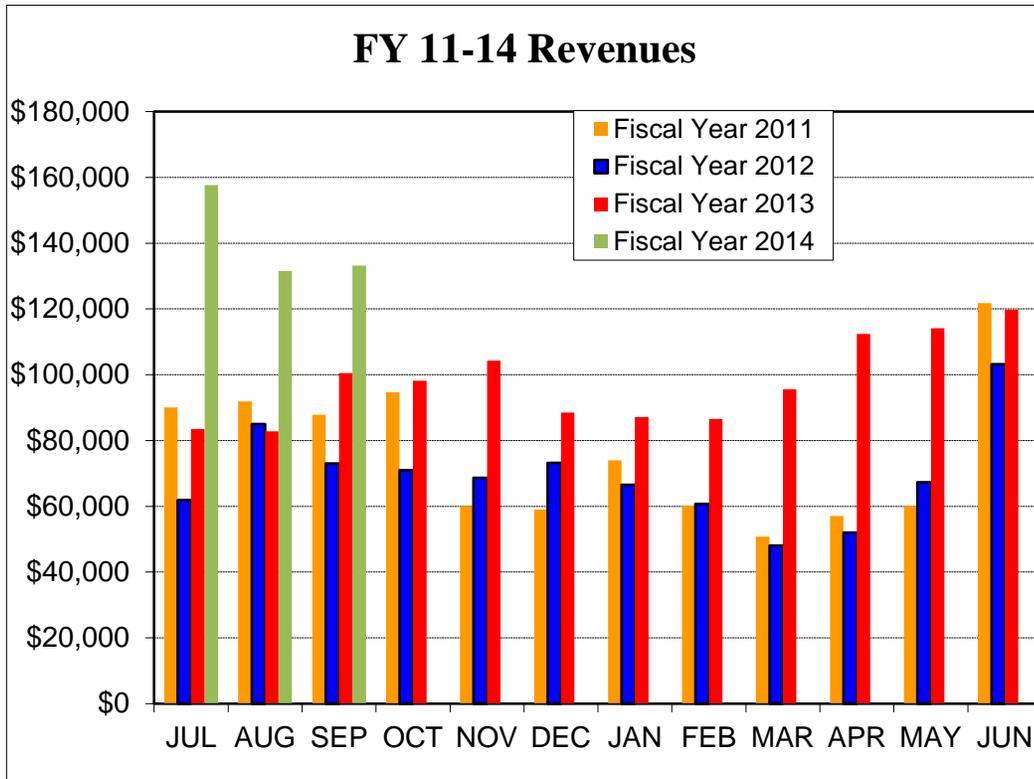
Statement of Cash Balance

| July 1, 2013 Beginning Cash Available | Fiscal Year to Date Revenues | Fiscal Year to Date Expenditures and Encumbrances | Other Changes in Cash | Available Cash as of September 30, 2013 | Projected Change in Cash for Remainder of Year | Projected Year End Available Cash |
|---------------------------------------|------------------------------|---------------------------------------------------|-----------------------|-----------------------------------------|------------------------------------------------|-----------------------------------|
| 471,008                               | 422,306                      | (319,865)                                         | 1,208                 | 574,657                                 | 179,386                                        | 754,044                           |

# IDAHO HVAC BOARD FUND 0229-08



## IDAHO HVAC BOARD FUND 0229-08



# IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

**Agenda Item No. 07b**

**Administrator**

**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

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