

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

Tuesday – February 10, 2016 – 9:30 a.m. (MST)

**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**

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. (MST).

Board Members Present:

Dan Brizee, Chairman
Bill Vandegrift
Tim LaMott
Bruce Graham
Bill Carter
John Smith

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Patrick Grace, Deputy Attorney General
John Nielsen, HVAC Program Manager
Fred Sisneros, Financial Manager
Chris Jensen, Regional Manager, Region 3
Chuck Knapp, Regional Supervisor, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Terry Blessing, Compliance Program Supervisor
Renee Bryant, Administrative Assistant 2/Board Support

Board Members Absent:

Ted Sermon, Vice-Chairman

DBS Staff Members Absent:

Ron Whitney, Deputy Administrator-Administration
Bill Hatch, Public Information Officer
Larry Jeffres, Regional Manager, Region 1

◆ **Workshop**

On February 9, 2016, the HVAC Board held a workshop to discuss apprenticeship and multiple endorsements.

◆ **Open Forum**

Permit/Inspection on Ducting of Vent Fans - Ron Smith, Sawtooth Electric, voiced his concern with regard to the permit and inspection process on duct work for bathroom ventilation fans. Currently, electrical contractors install ventilation fans; however, the duct work is permitted and connected to the fan by HVAC contractors and inspected by HVAC inspectors. Unless the inspector is at the job site when the fan is being installed, the only thing to inspect is the roof cap on the roof.

Mr. Smith asked for the Board’s approval, in writing, to allow electrical contractors to permit and install both the fan and duct work.

As directed by the Chairman, the topic *Permit/Inspection on Ducting of Vent Fans* will be placed as an informational item on the May 11th Board meeting agenda.

ACTION: The topic *Permit/Inspection on Ducting of Vent Fans* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

Journeyman Exam Requirements - As part of the requirement to take the HVAC journeyman exam, apprentices must have proof they have completed four years of approved HVAC apprenticeship school.

Unable to verify his schooling, Jared Joki's application to take the HVAC journeyman exam was denied by the Division.

The Chairman suggested Mr. Joki contact the HVAC program manager after the meeting to see if his issue could be resolved.

Cornel Ivescu would also like to take the journeyman exam; however, does not have the educational component.

Chris Miller, College of Western (CWI) Idaho HVAC Program Coordinator, explained an alternative method where an individual can apply for and take, in consecutive order, a challenge test for each of the four years of the apprenticeship program. The tests are offered to students as well and if passed are given credit for their school year. If unable to pass any one of the tests, an individual can enroll for that specific year in CWI's apprenticeship program.

Upon reaffirming the process, the Chairman suggested the individuals contact the colleges in their areas.

Apprentice Employer Verification Form - Larry Andrews, Andrews Mechanical, Inc., stated apprentices are having a difficult time getting their former employers to sign and/or notarize previous hours worked.

Tena Risley, Executive Director of Northwest HVAC/R Association & Training Center in Spokane, Washington, stated Washington's state licensing agency communicates directly with a former employer to validate an apprentice's hours previously worked.

Jared Joki asked, and the Chairman confirmed, once he provides proof, using the Division's HVAC Journeyman Employer's Verification form, of 8,000 hours worked in the HVAC trade prior to 2004 he will be eligible to take the journeyman exam.

Certification of Sheet Metal Program - Ken Hill, Construction Industry Training Council of Washington (CITC) Representative, stated its sheet metal program is comprised of 800 hours (4 years) of classroom instruction and 9,000 hours of work experience. Also, CITC's sheet metal and HVAC programs cross over in many ways. Rather than have an apprentice undertake both programs, the Board was asked to certify CITC's sheet metal program; allowing their apprentices to take the Idaho HVAC journeyman exam.

Idaho Professional-Technical Education (PTE) approves apprenticeship-related instruction for the state of Idaho. Mr. Hill was advised to contact PTE Program Manager Matt Rehl, Skilled and Technical Sciences Education, to review CITC's curriculum.

As instructed by the Chairman, the topic *Certification of Sheet Metal Program* will be placed as an informational item on the May Board meeting agenda to discuss the 9,000 hours of work experience.

ACTION: The topic *Certification of Sheet Metal Program* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

◆ **Approval of the February 10, 2016 Agenda and November 12, 2015 Meeting Minutes**

MOTION: John Smith made a motion to approve the February 10, 2016 agenda and November 12, 2015 Board meeting minutes as presented. Bill Carter seconded. All in favor, motion carried.

◆ **Journeyman License**

Matt Ratliff provided supporting documentation to the Board of 8,000 hours worked in the HVAC trade prior to 2004. Upon review and verification by the Division, Mr. Ratliff will be eligible to take the HVAC journeyman exam.

The Division's current *Apprentice Employer Verification* form does not require the "actual" hours worked per year. It was suggested, and the Division agreed, to modify the form.

ACTION: The Division will modify the *Apprentice Employer Verification* form to include actual hours worked per year.

◆ **Apprentices and Multiple Endorsements**

At the February 9th workshop, the Board came up with the following requirements for apprentices: 1) An apprentice with 4,000 hours or less on-the-job experience would be directly supervised by a licensed journeyman present on the job, 2) An apprentice with 2000 hours or more on-the-job experience AND one year of schooling could perform installation work without direct on-the-job supervision on new residential construction only, 3) An apprentice with 4000 or more on-the-job experience AND two years of schooling could work without direct constant supervision, 4) An individual could be a "career" apprentice and 5) Continuing education would be required if an individual is not enrolled in school.

The Board agreed to work a definition for "general" supervision; providing the HVAC Program Manager with some scope and parameters prior to the May meeting.

ACTION: The topic *Definition on General Supervision* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

◆ **Revised Draft Language -- Title 54 Chapter 50**

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

The Deputy Administrator-Operations asked the Board to provide any suggested changes prior to the May meeting.

ACTION: The topic *Board Authority -- Revised Draft Legislation* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

◆ **Conveyor Pizza Ovens**

The HVAC Program Manager suggested the definition of electric and gas conveyor pizza ovens be changed from medium to light-duty cooking appliances.

The HVAC Program Manager offered, and the Board agreed, to bring a draft proposal to the May 2016 meeting.

ACTION: The topic *Conveyor Pizza Ovens* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

◆ **Program Manager Report**

HVAC Journeyman and Contractor License Requirements - The HVAC Program Manager offered, and the Board agreed, to bring to the May 2016 Board meeting suggestions to clarify the current HVAC journeyman and contractor certificates of competency requirements.

ACTION: The topic *Journeyman and Contractor License Requirements* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

2015 Mechanical Codes - The Board was asked if it would like to enter into the negotiated rulemaking collaborative process to consider adoption of the 2015 Mechanical Codes. The Board would like to review the significant changes to the Codes before making a decision.

The HVAC Program Manager will bring to the May 2016 Board meeting the pertinent changes in the 2015 Codes.

ACTION: The topic *2015 Mechanical Codes* will be placed as an informational item on the May 2016 HVAC Board meeting agenda.

◆ **Compliance Program Report**

Beginning April 5, 2016, the Compliance Program Supervisor will provide public works classes in all 44 counties in the state of Idaho.

◆ **Operational Report**

Permit/Inspection on Ducting of Vent Fans - In response to Mr. Smith's concern under "Open Forum", there is permissive language in both the electrical and HVAC statutes that allows an electrician to install bath fans. Also, there is no specific prohibition about not being able to run the duct work.

The Deputy Administrator-Operations further explained the complications when the Division is responsible for the electrical permit and local jurisdictions are responsible for the HVAC permit.

Governor's Legislation - Due to the recent ruling in North Carolina, with regard to anti-trust laws, a proposal by the Governor has been presented to the legislature. The legislation amends the existing law; revising the qualifications of the various licensure boards so that all members

will serve at the pleasure of the Governor and each board will have at least one consumer member.

◆ **Administrator Report**

Financial Report – The Idaho HVAC Board funds, FY 2016 financial statements as of December 31, 2015 and January 31, 2016, were reviewed.

City of Meridian - The city of Meridian is the second largest city in the state of Idaho and the ninth fastest growing city in the United States.

Merging of Boards - Currently, there is legislation to combine the Manufactured Housing and Modular Building Advisory Boards; creating a new board titled *Factory Built Structures Board*.

Damage Prevention Board - Proposed legislation to create a dig line board is currently being read in the House of Representatives. The purpose of the Board is to protect the public health and safety of underground facilities and to reduce damages to those facilities. If the legislation passes, the new Board will be under the direction of the DBS.

Budget - The Division has requested the addition of four inspectors and one clerical full-time position.

Idaho School Safety and Security Advisory Board - The purpose of this Board is to enhance the safety and security of students and educators who use Idaho's public schools and campuses. A draft proposal for the new board is under review at the 2016 legislature. If the legislation passes, the Board will be under the direction of the DBS.

◆ **Adjournment**

The Chairman adjourned the meeting at 11:25 a.m. (MST).

TED SERMON, ACTING CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

05/11/2016rb

DATE