DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD VIDEOCONFERENCE MEETING

FEBRUARY 10, 2016



Agenda Item No.	01 Agenda
PRESENTER:	Dan Brizee, Chairman
OBJECTIVE:	Approve agenda for the February 10, 2016 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 E. Watertower St., Ste. 150, Meridian 1250 Ironwood Dr., Ste. 220, Coeur d'Alene 2055 Garrett Wy., Bldg. 1, Ste. 4, Pocatello dbs.idaho.gov - (208) 332-7137

> Wednesday, February 10, 2016 9:30 a.m. - 12:00 p.m. (MT)

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

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

- o Roll Call & Introduction
- o Open Forum

CONSENT AGENDA

- 1. Approval of the February 10, 2016 Agenda
- 2. Approval of the November 12, 2015 Board Meeting Minutes

INFORMATIONAL AGENDA

- 3. Journeyman License Matt Ratliff
- 4. Apprentices and Multiple Endorsements Bruce Graham
- 5. Conveyor Pizza Ovens John Nielsen
- 6. Program Manager Report John Nielsen
- 7. Compliance Program Report Terry Blessing
- 8. Operational Report Steve Keys
- 9. Administrator Report C. Kelly Pearce
 - a. Financial Report Fred Sisneros

12:00 p.m. ADJOURN

Agenda Item No.	<u>Minut</u>	<u>es</u>
PRESENTER:	Dan Brizee, Chairman	
OBJECTIVE:	Approve minutes from the November 12, 2015 Idaho HVAC Box meeting.	ard
ACTION:	Consent	
BACKGROUND:		
PROCEDURAL HISTORY:		
ATTACHMENTS:	Draft minutes	



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD VIDEOCONFERENCE MEETING

Thursday – November 12, 2015 – 9:30 a.m. (MT)

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 NOVEMBER 12, 2015 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 9:31 a.m. (MT).

Board Members Present:
Dan Brizee, Chairman
Ted Sermon, Vice-Chairman
Tim LaMott
Bruce Graham
Bill Carter
John Smith
Bill Vandegrift
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DBS Staff Members Present:

C. Kelly Pearce, Administrator

Ron Whitney, Deputy Administrator-Administration

Patrick Grace, Deputy Attorney General John Nielsen, HVAC Program Manager

Fred Sisneros, Financial Manager

Larry Jeffres, Regional Manager, Region 1 Chris Jensen, Regional Manager, Region 3 Terry Blessing, Compliance Program Supervisor Chuck Knapp, Regional Supervisor, Region 1

Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Members Absent:

Steve Keys, Deputy Administrator-Operations Bill Hatch, Public Information Officer

♦ Recognition

A video titled *Just a Common Soldier* was played; honoring all military personnel who have served and continue to serve our country.

♦ Open Forum

<u>Inspections and Apprentice Supervision</u> - The Electrical Program Manager stated the Division has found, through inspections, many HVAC apprentices working unsupervised and their quality of work, specific to electrical, is less than standard.

In statute, an HVAC apprentice shall not perform HVAC work except under the supervision of an HVAC journeyman or HVAC contractor AND a specialty apprentice shall perform HVAC work under the supervision of an HVAC journeyman, HVAC specialty journeyman, HVAC contractor or an HVAC specialty contractor.

♦ Approval of the November 12, 2015 Agenda

MOTION: Bill Carter made a motion to approve the November 12, 2015 agenda, July 8, 2015 Board meeting minutes and September 9, 2015 "special" Board meeting minutes as presented. Tim LaMott seconded. All in favor, motion carried.

♦ Approval of the July 8, 2015 Board Meeting Minutes

This item was approved under the topic Approval of the November 12, 2015 Agenda.

♦ Approval of the September 9, 2015 Board Meeting Minutes

This item was approved under the topic *Approval of the November 12, 2015 Agenda*.

♦ Administrative Appeals Hearings

<u>Doug Dishman - NOV HVC1506-0014</u> - Doug Dishman did not show up nor call into the meeting to petition his appeal; therefore, he is in default.

MOTION: Tim LaMott made a motion to affirm the Division's position on the \$100.00 civil penalty fee, and find Mr. Doug Dishman in default. Bill Carter seconded. All in favor, motion carried.

<u>ACTION:</u> The Deputy Attorney General will create the default documentation for the Chairman's signature; providing a signed copy to Mr. Dishman.

♦ Schedule 2016 Board Meetings

The 2016 Idaho HVAC Board meeting dates are as follows: February 10th, May 11th, July 6th, and November 9th.

MOTION: Ted Sermon made a motion to approve the 2016 Idaho HVAC Board meeting dates as presented. Bruce Graham seconded. All in favor, motion carried.

<u>ACTION</u>: The 2016 HVAC Board meeting dates will be placed on the Division's board calendar and website.

♦ Apprentices and Multiple Endorsements

Board Member Bruce Graham briefly addressed this topic at the September 2015 special Board meeting. Although in favor of apprentices being constantly supervised, Board Member Graham suggested the second year of the apprenticeship program be trade specific courses; i.e., fuel gas pipe and ventilation, oil courses, gas furnace installations, etc. Upon completion of course(s), the apprentice would have multiple endorsements and could work unsupervised in those areas of expertise only and/or continue his education towards becoming a journeyman.

Chris Miller, HVAC Program Coordinator, College of Western Idaho, does not oppose providing a means for an individual to continue to work in the HVAC trade as an apprentice. However, he is concerned should the Board do away with apprentice requirements to renew and/or be in school it will undermine the current program.

Peggy Schnell, Apprenticeship Coordinator - Workforce Training and Community Education, North Idaho College (NIC), will contact the HVACR instructors at NIC; asking for their thoughts on the issue *Apprentices and Multiple Endorsements*. The Chairman asked comments be sent to Board Member Graham.

<u>ACTION</u>: Peggy Schnell, North Idaho College (NIC), will contact the NIC HVACR instructors; providing their comments on the issue *Apprentices and Multiple Endorsements* to Board Member Graham.

Tena Risley, Executive Director, Northwest HVAC/R Association and Training Center, Spokane, Washington, requested Washington's Labor and Industrial Services be included in future meetings should the Idaho HVAC Board move forward with multiple endorsements.

Administrator C. Kelly Pearce arrived at the meeting during the topic *Apprentices and Multiple Endorsements*.

At the direction of Chairman Brizee, the topic *Apprentices and Multiple Endorsements* will be brought back to the February 2016 meeting as an informational item.

<u>ACTION</u>: The topic <u>Apprentices and Multiple Endorsements</u> will be brought back as an informational item on the February 2016 Board meeting agenda.

In January 2016, the Board will hold a workshop, open to the public, to further discuss the topic *Apprentices and Multiple Endorsements*.

<u>ACTION</u>: A workshop for the Board will be held in January 2016 to discuss the topic <u>Apprentices and Multiple Endorsements</u>.

♦ Inspector Certification and Continuing Education

Currently HVAC, building and plumbing inspectors must go through the International Code Council or the International Association of Plumbing and Mechanical Officials for continuing education courses and certification. The DBS offered to, and the Board is in favor of, establishing a state-offered certification process specific to each trade.

♦ Program Manager Report

<u>Duct Work and Licensing</u> - For clarification, the HVAC statute requires an individual who prepares duct work in a shop to have a current HVAC registration or license.

<u>Conveyor Pizza Ovens</u> - There has been discussion on whether a conveyor belt pizza oven is considered worthy of a type I hood. Currently, the majority of the ovens are packaged with a type II hood. Oregon has revised, in its code, the definition of a conveyor pizza oven from a Medium Duty Cooking Appliance to a Light Duty Cooking Appliance; thus requiring only a type II hood.

The HVAC Program Manager offered to bring to the February 2016 Board meeting a proposed rule change; mimicking Oregon's change.

<u>ACTION</u>: The topic <u>Conveyor Pizza Ovens</u> will be brought back as an informational item at the February 2016 Board meeting.

Manual J Inspections - A letter will be sent to HVAC contractors; notifying them that the DBS inspectors will begin to inspect Manual J the first of January 2016.

♦ Compliance Program Report

Advertising - The Compliance Program Supervisor has noticed an increase in advertising of electrical, HVAC and/or plumbing services on Craigslist and Facebook by non-licensed individuals.

<u>Counties</u> - All 44 county representatives have been contacted with regard to the compliance program.

♦ Operational Report

With the absence of the Deputy Administrator-Operations, no items were addressed.

♦ Administrator Report

<u>Financial Report</u> – The Idaho HVAC Board fund, FY 2016 financial statement as of September 30, 2015, was reviewed.

<u>City of Meridian</u> - On October 1st, the Division signed a contract with the city of Meridian; expanding its services to include building inspections and plan reviews.

Twenty-nine percent of the Idaho HVAC Board fund revenue, fiscal year-to-date, is from the Meridian program.

<u>City of Garden City</u> - The Division recently signed a contract with the city of Garden City; providing building, electrical, energy, mechanical and plumbing inspections, as well as plan reviews.

<u>Anti-Trust Law</u> - The Administrator and Deputy Attorney General provided an update on a recent decision made by the U.S. Supreme Court to uphold the Federal Trades Commission's complaint against a private board.

It was suggested, and the Board agreed, to withdraw proposed legislation that would authorize the Board to "establish by administrative rule the fines to be paid for citations issued and impose civil penalties as provided in this chapter and rules of this board."

<u>MOTION</u>: Bruce Graham made a motion to withdraw the proposed legislation in *Title 54*. Chapter 50. Ted Sermon Seconded. All in favor, motion carried.

♦ Welcome

Chairman Brizee acknowledged John Smith, County Official Representative, as the newest member on the Board.

♦ Adjournment

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

The Chairman adjourned the meeting at 12:18 p.m. (MT).

DAN BRIZEE, CHAIRMAN HEATING, VENTILATION AND AIR CONDITIONING BOARD C. KELLY PEARCE, ADMINISTRATOR DIVISION OF BUILDING SAFETY

DATE

These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 01/28/2016rb

Agenda Item No. 03

PRESENTER: Matt Ratliff

OBJECTIVE: Clarify HVAC journeyman license requirements.

ACTION: Informational

BACKGROUND:

PROCEDURAL
HISTORY:

ATTACHMENTS: IDAPA 07.07.01.023 HVAC Journeyman Certificates of Competency: Requirements



IDAHO ADMINISTRATIVE CODE Division of Building Safety

IDAPA 07.07.01 - Installation of Heating, Ventilation, & Air Conditioning Systems

Application forms for HVAC contractor, HVAC specialty contractor, HVAC journeyman, and HVAC specialty journeyman examinations or certificates of competency and for HVAC apprentice or HVAC specialty apprentice registrations, shall be printed and made available by the administrator.

(4-11-06)

- **01.** Application Forms. All applications for certificates and all applications for registration shall be submitted on forms provided by the administrator and shall be properly completed, giving all pertinent information, and all signatures shall be notarized. (3-16-04)
- 02. Application, Renewal, and Registration Fees. Fees for applications for examination, certificates of competency, renewal of certificates, and fees for apprentice registration shall be as set forth in Section 54-5012, Idaho Code. (3-16-04)
- 03. Application Submission. All applications shall be submitted to the board and shall be approved by an administrator before any examination may be taken and before any certificate of competency is issued. (3-16-04)

021. HVAC CONTRACTOR CERTIFICATE OF COMPETENCY - REQUIREMENTS.

- 01. Bond. Applicants shall provide a compliance bond in the amount of two thousand dollars (\$2,000).

 Any such bond is required to be effective for the duration of the contractor licensing period. (3-29-12)
- 02. Qualification. Applicants shall provide proof, satisfactory to the board, of having legally acted as an HVAC journeyman for a period of not less than twenty-four (24) months. (3-16-04)
- 03. Examination. Applicants for certification as HVAC contractors must successfully complete the examination designated by the board. (3-16-04)

022. HVAC SPECIALTY CONTRACTOR CERTIFICATE OF COMPETENCY - REQUIREMENTS.

- O1. Bond. Applicants shall provide a compliance bond in the amount of two thousand dollars (\$2,000). Any such bond is required to be effective for the duration of the contractor licensing period. (3-29-12)
- Qualification. Applicants shall provide proof, satisfactory to the board, of having legally acted as an HVAC specialty journeyman for a period of not less than twenty four (24) months. (3-16-04)
- 03. Examination. Applicants for certification as HVAC specialty contractors must successfully complete the examination designated by the board. (3-16-04)

023. HVAC JOURNEYMAN CERTIFICATES OF COMPETENCY: REQUIREMENTS.

- working in the trade, in compliance with the requirements of the state in which the applicant received his supervision, or as a registered HVAC apprentice making HVAC installations on the job under the supervision of a qualified HVAC journeyman.

 (4-11-06)
 - 02. Education. Successfully complete any required apprenticeship training courses. (3-16-04)
- **O3.** Examination. Applicants for certification as HVAC journeymen must successfully complete the examination designated by the board. (3-16-04)

024. HVAC HEARTH SPECIALTY JOURNEYMAN CERTIFICATES OF COMPETENCY LIMITATIONS: REQUIREMENTS.

Certification as a hearth specialty journeyman entitles the holder to install hearth appliances and the associated gas lines. Hearth Specialty Journeymen are required to meet the experience requirement and either the education or examination requirement to receive a certificate of competency.

(4-2-08)

01. Experience. Demonstrate, to the satisfaction of the board, a minimum of one (1) year experience working in the trade, in compliance with the requirements of the state in which the applicant received his supervision,

Section 021

Agenda Item No. 04 Apprentices and Multiple Endorsements

PRESENTER: Bruce Graham, Board Member

OBJECTIVE: Apprentices to acquire multiple endorsements.

ACTION: Informational

BACKGROUND: September 2015 - Rather than require apprentices to be under the constant supervision of a journeyman, it was suggested apprentices be allowed to obtain multiple endorsements.

November 2015 - It was recommended the second year of the apprenticeship program be trade specific courses; i.e., fuel gas pipe and ventilation, oil courses, gas furnace installations, etc. Upon completion of course(s), the apprentice would have multiple endorsements and could work unsupervised in those areas of expertise only and/or continue his education towards being a journeyman.

The North Idaho College HVACR instructors will provide comments on this issue to Board Member Graham.

It was requested Washington's Labor and Industrial Services be included in future meetings should the Idaho HVAC Board move forward with multiple endorsements.

The topic *Apprentices and Multiple Endorsements* will be brought back as an informational item on the February 2016 Board meeting agenda.

In January 2016, the Board will hold a workshop, open to the public, to further discuss the topic *Apprentices and Multiple Endorsements*.

ATTACHMENTS: No documentation



Agenda Item No. 05

Conveyor Pizza Ovens

PRESENTER: John Nielsen, HVAC Program Manager

OBJECTIVE: To classify conveyor pizza ovens as a light-duty cooking appliance.

ACTION: Informational

BACKGROUND: Currently, electric and gas conveyor pizza ovens are defined as a medium

duty cooking appliance and are required to have a Type I hood installed by code. Oregon State Building officials did a study and found these pizza ovens do not produce enough grease to cause a risk to employees or the

public.

ATTACHMENTS: Findings of the Oregon Building Code Division.



Agenda Item VII.

State of Oregon

Board memo

Building Codes Division

September 2, 2015

To: Mechanical Board

From: Mark Heizer, mechanical & energy code specialist, Policy and Technical Services

Subject: Definition of a conveyor pizza oven in the Oregon Mechanical Specialty Code

(OMSC)

Action requested:

The Division requests the board review and approve a proposed code change to revise the definition of a conveyor pizza oven from a Medium Duty Cooking Appliance to a Light Duty Cooking Appliance.

Background:

Current model mechanical code defines a gas or electric conveyor pizza oven as a *medium duty cooking appliance*. This definition comes to the OMSC via the model codes (International Mechanical Code). Medium duty cooking appliances are required to have a Type I hood (grease hood) per OMSC Section 507.2.1. Light duty cooking appliances may be installed under less restrictive Type II hoods.

The Division has received many calls from building officials and owners of pizza restaurants regarding this issue. The Division has investigated current standard practices for installation of conveyor pizza ovens and found that a majority of current installations are installed as light duty cooking appliances under Type II hoods. The question is whether jurisdictions should enforce to the most restrictive code application or whether these installations are currently operating safely and meet intent of code.

The code definition for *light duty cooking appliances*, shows that jurisdictions are justified in allowing operation under a Type II hood as a light duty appliance. A conveyor pizza oven has three functions: 1) Baking of the crust (bread product), 2) Baking/heating of the toppings (precooked meats, vegetables), and 3) Melting of cheese. These three functions are covered under the definition for a light duty cooking appliance: gas and electric ovens including "conveyorized baking/finishing" ovens, standard ovens, and cheesemelters. The baking of the pizza takes 3 to 6 minutes and does not involve cooking of raw meats or other products that would release grease or smoke into the air in quantities that can accumulate on surfaces of the exhaust hood or ductwork.

The Division took samples on surfaces at several operating conveyor pizza ovens. Swabs were taken on the top of the oven and different surfaces inside the Type II hood. The samples showed no sign of standing grease that might present a grease hazard. Photos and designation of the sample locations were noted. Roof fans were also viewed where access was available.

Investigation at several sites confirmed that grease does not accumulate on the surfaces of the hood, cooking equipment or nearby walls. These ovens were working well without risk to employees or the public. Relocating gas and electric conveyor pizza ovens from the *Medium duty cooking appliance* definition to the *Light duty cooking appliance* definition brings the OMSC in alignment with current practice in most of the state.

Options:

- Approve the conveyor pizza oven definition code change in the 2014 OMSC as proposed by the division with the finding that the added cost, if any, is necessary to the health and safety of the occupants or the public or necessary to conserve scarce resources.
- Amend and approve the conveyor pizza oven definition code change in the 2014 OMSC proposed by the division with the finding that the added cost, if any, is necessary to the health and safety of the occupants or the public or necessary to conserve scarce resources.
- Disapprove the proposed changes the conveyor pizza oven definition in the 2014 OMSC and state the reason for the disapproval for the record.

Recommendation:

Approve the conveyor pizza oven definition code change in the 2014 OMSC as proposed by the division, with the finding that the added cost, if any, is necessary to the health and safety of the occupants or the public or necessary to conserve scarce resources.

Code Change:

Suggested changes (strikeout-text denotes deletion, bold/underline denotes addition)

SECTION 202 DEFINITIONS

LIGHT-DUTY COOKING APPLIANCE. Light duty cooking appliances include gas and electric ovens (including standard, bake, roasting, revolving, retherm, convection, combination convection/steamer, countertop conveyorized baking/finishing, deck, and pastry, and deck or conveyor pizza ovens), electric and gas steam-jacketed kettles, electric and gas pasta cookers, electric and gas compartment steamers (both pressure and atmospheric) and electric and gas cheesemelters.

MEDIUM DUTY COOKING APPLIANCE. Medium-duty cooking appliances include electric discrete element ranges (with or without oven), electric and gas hot-top ranges, electric and gas griddles, electric and gas double-sided griddles, electric and gas fryers (including open deep fat fryers, donut fryers, kettle fryers and pressure fryers), electric and gas conveyor-pizza evens, electric and gas tilting skillets (braising pans) and, electric and gas rotisseries.

Agenda Item No. 06

Program Manager Report

PRESENTER:

John Nielsen

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



Agenda Item No.	07 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



Agenda Item No	. 08 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



Agenda Item No.	. 09 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



Agenda Item No.	09a Fin	ancial 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 Idah meetings.	no HVAC Board
PROCEDURAL HISTORY:		
ATTACHMENTS:	Financial report	







Division of Building Safety

IDAHO HVAC BOARD FUND 0229-08 Fiscal Year 2016 Financial Statements As of 12/31/2015

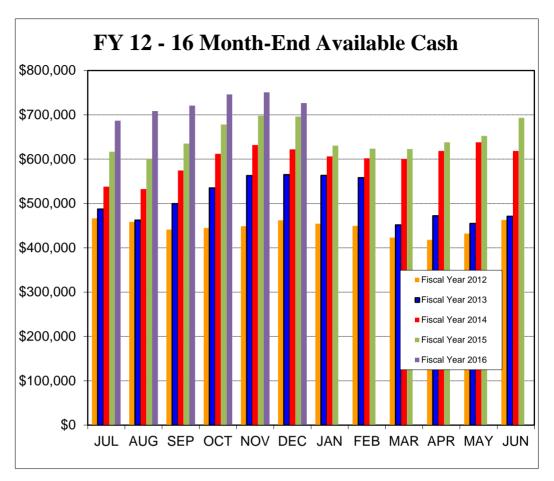
Statement of Revenues and Expenditures

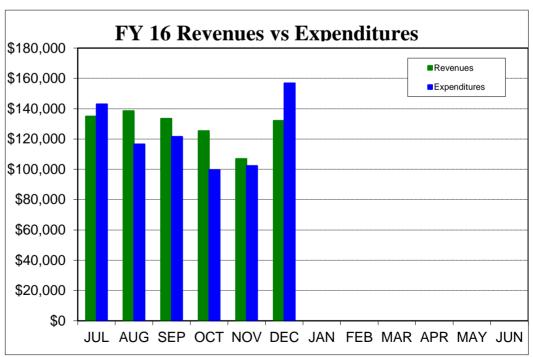
					Projected for		Projected
		Fiscal Year To	YTD as a % of		Remainder of	Projected Year	Total as a %
Class	Budget	Date	Budget	Remaining Budget	Year	End Totals	of Budget
Revenues:	1,378,000	771,521	56.0%	606,479	675,749	1,447,270	105.0%
Expenditures							
Personnel:	1,057,000	578,099	54.7%	478,901	536,806	1,114,906	105.5%
Operating:	205,000	133,447	65.1%	71,553	114,345	247,792	120.9%
Capital:	31,200	28,441	91.2%	2,759	2,759	31,200	100.0%
Total Expenditures	1,293,200	739,988	57.2%	553,212	653,910	1,393,898	107.8%
Net for FY 2016	84,800	31,533			21,839	53,373	

Statement of Cash Balance

							Projected
	July 1, 2015	Fiscal Year to	Fiscal Year to Date	Other			Year End
	Beginning Cash	Date	Expenditures and	Changes in	Available Cash as of	Projected Change in Cash for	Available
	Available	Revenues	Encumbrances	Cash	December 31, 2015	Remainder of Year	Cash
_	693,421	771,521	(739,988)	1,767	726,721	21,839	748,561

IDAHO HVAC BOARD FUND 0229-08





IDAHO HVAC BOARD FUND 0229-08

