

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

Wednesday – January 8, 2020 – 9:30 a.m. (MST)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
155 North Maple Street, Blackfoot**

MINUTES OF THE JANUARY 8, 2020 HVAC BOARD MEETING

NOTE: The following report is not a verbatim transcript of the discussions at the meeting; however, is intended to record the significant features of those discussions.

Chairman Ted Sermon called the meeting to order at 9:36 a.m. (MST)

Board Members Present:

Ted Sermon, Chairman
Bill Carter, Vice-Chairman
Garret Christoffersen
Judy Van Cleave
Bill Hatch
Mark Ferm
Randy Hart

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
John Nielsen, HVAC Program Manager
Larry Jeffres, Regional Manager, Region 1
Josh Nyman, Regional Supervisor, Region 3
Amy Kohler, Compliance Program Specialist
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address under open forum.

◆ **Approval of the January 8, 2020 Agenda, October 2, 2019 Special Meeting Minutes and November 12, 2019 Meeting Minutes**

MOTION: Bill Carter made a motion to approve the January 8, 2020 agenda, October 2, 2019 special meeting minutes and November 12, 2019 meeting minutes as presented. Bill Hatch seconded. All in favor, motion carried.

◆ **Two Year Renewal Grace Period**

Based on the License Freedom Act of 2019, it was suggested at the November 2019 meeting to extend the revival period from one to two years to renew a license without retesting. It was noted the modification in paragraph one of the proposed statute change, in the board packet, was incorrect. Licenses will continue to expire based on a 12-calendar month from the date of issue, not 24 months. The correct change to the extension is in paragraph two. All agencies have been asked to not begin the negotiated rulemaking process until sine die of the legislature. Therefore, the topic *Two Year Renewal Grace Period* will be brought back to the March 2020 meeting as informational item.

ACTION: The topic *Two Year Renewal Grace Period* will be placed on the March 11, 2020 board meeting agenda as an informational item.

◆ **Contractor Inactive Status**

To comply with the License Freedom Act of 2019, a statute change was provided that would allow an HVAC contractor to place his license inactive upon paying a \$36 inactivation fee. To reactivate the license would require a bond and appropriate activation fee. Currently, an HVAC contractor license is renewed on a three-year basis. Following the same trend, it was suggested every three years the contractor confirm the license is to stay inactive and pay the inactivation fee. Agreeing with the suggestion, the HVAC Program Manager will modify the proposal for the next board meeting.

ACTION: The HVAC Program Manager will modify the proposal for review at the March 2020 board meeting.

ACTION: The topic *Contractor Inactive Status* will be placed on the March 11, 2020 board meeting agenda as an informational item.

◆ **Program Manager Report**

2020 Legislative Session – The 2020 Legislative Session convened on Monday, January 6, 2020. In the past, the HVAC Program Manager has received notification anywhere from one to three days before proposed legislation goes to a subcommittee. The Division will attempt to notify the Board; specifically, on the proposed permit fees and codes. If passes, the codes will become effective at sine die of the legislative session; however, the Division will begin a soft implementation until January 1, 2021.

HVAC Program – It has been one year since HVAC and plumbing split with each program having inspectors specific to their respective trades. One of the processes changed was to clean up all permits that had expired. Currently, an HVAC contractor receives a civil penalty and fine of \$200 for a first offense. Revamping the process, the first violation will be a warning letter. There is a \$65 reactivation fee to reopen a permit and receive a final inspection. Requests for extensions are available by calling or emailing the Division.

Local Jurisdictions Checking Licenses – The Chairman as the topic *Local Jurisdictions Checking Licenses* be an informational item at the March 2020 Board meeting.

ACTION: The topic *Local Jurisdictions Checking Licenses* will be placed on the March 11, 2020 board meeting agenda as an informational item.

◆ **Compliance Program Report**

HVAC%NOV Activity by Date Report – Although a lengthy report, there has been no grievous activity. The report is not publicized; however, most contractors on the report have received a Notice of Violation (NOV) warning letter. For clarification, once the status becomes active, a warning letter is issued.

Compliance/Outreach – A new full-time compliance/outreach advisor has been hired to check licenses in all jurisdictions. The Division's approach is to try to get everyone in compliance; however, those who refuse to comply and/or are habitual offenders will be dealt with more severely.

◆ **Administrator Report**

Financial Report – The program is growing a little bit and is headed in the right direction to where the Division’s wants it to be.

Budget – January 16, 2020, will be the first budget presentation to the Joint Finance-Appropriations Committee. DBS recently received its budget back from the Division of Financial Management and there were no exceptions taken from the Governor’s office. The Division has asked for three compliance officers and six additional inspectors. One of the big items in the budget is the purchase of the Blackfoot building; now occupied by DBS. There will be two to three additional agencies that will reside in the building as well.

Economic Report – In a forecast report from the Governor’s office, in 2011, there were 4,500 home-starts in Idaho. In 2020, there will be a little over 16,000 homes, and will increase by 1,000 homes every year for the next five years.

Construction – Megaplex theatre, Idaho Falls, and 384 apartments/20 townhouses (Northgate project), Pocatello.

◆ **Adjournment**

MOTION: Bill Hatch made a motion to adjourn the meeting. Garret Christoffersen seconded.

The meeting adjourned at 10:27 a.m. (MST).

TED SERMON, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

02/28/2020rb