

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

**Wednesday – March 11, 2020 – 9:30 a.m. (MDT)**

**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 MARCH 11, 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. (MDT)

**Board Members Present:**

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

**DBS Staff Members Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Spencer Holm, Deputy Attorney General  
John Nielsen, HVAC Program Manager  
Patrick J. Grace, Regional Manager, Region 2  
Adam Bowcutt, Regional Manager, Region 3  
Chuck Knapp, Regional Supervisor, 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 March 11, 2020 Agenda, February 10, 2020 Special Meeting Minutes and January 8, 2020 Meeting Minutes**

**MOTION:** Bill Hatch made a motion to approve the agenda and meeting minutes as presented. Judy Van Cleave seconded. All in favor, motion carried.

◆ **HVAC Apprentice Testing Standards**

Idaho Career and Technical Education (ICTE), with input from industry and educators, developed testing standards, years one through three, for use by all Idaho HVAC apprenticeship programs. Fourth year is the journeyman exam. Adrian San Miguel, ICTE Representative, explained the testing process. ICTE does not dictate curriculum, that is up to the institutions. The Board was asked to approve the testing standards, which will begin this spring.

**MOTION:** Bill Carter made a motion to approve the HVAC Apprentice Testing Standards. Randy Hart seconded. All in favor, motion carried.

◆ **Two Year Renewal Grace Period**

Based on the 2019 Licensing Freedom Act, agenda items three *Two Year Renewal Grace Period* and four *Contractor Inactive Status* were discussed simultaneously as both are in Idaho Code 54-5013 *Certification expiration -- renewal – reinstatement*.

The intent of the Board is to allow one additional year from the expiration of a license to renew without retesting, for a total of two years. HVAC Program Manager John Nielsen, with assistance from Deputy Attorney General Spencer Holm, will rewrite the statute for clarity.

It was questioned whether to allow all HVAC licensees to place their licenses in an inactive status. For consistency with the other trades, the Board decided the inactive status should only pertain to contractors.

**ACTION:** The topic *Two Year Renewal Grace Period* will be placed as an action item on the May 2020 Board meeting agenda.

◆ **Contractor Inactive Status**

This issue was addressed under the topic *Two Year Renewal Grace Period*. It was determined to issue a one-time rather than a yearly inactivation fee.

◆ **Program Manager Report**

2020 Legislative Update – The following legislation has been approved and will become effective at sine die of the legislature: 1) 2018 codes, 2) Out-of-state HVAC contractors (way to come into Idaho and test), 3) One-year HVAC apprentice registration (show proof of apprenticeship schooling or eight hours of CEU), and 4) Revised fee schedule.

Continuing Education Units (CEU) – At this time there are no CEU requirements for the HVAC trade. The HVAC Program Manager explained that as the Plumbing Program Manager, he reviews and approves all technical and industry-related courses for the plumbing trade; including OSHA. A third-party vendor, C.E. Broker, manages and tracks online continuing education for DBS. The Board is fine with following the CEU standards of the electrical and plumbing boards; however, in rule, it does say “Board-approved continuing education”. Therefore, the Division can either present a list to the Board for approval every few months or the Board can delegate the authority to the HVAC Program Manager. Board Member Judy Van Cleave asked to review the standards prior to implementation.

HVAC Program Manager Nielsen suggested, and Chairman Sermon agreed, to notify providers that the HVAC Board will begin requiring CEUs for apprentices and to get their course information in for review. In addition, the topic *Continuing Education Units (CEU)* will be placed as an action item on the May 2020 Board meeting agenda.

**ACTION:** The HVAC Program Manager will contact course providers; asking for their course outlines for the Board's review at the May 2020 Board meeting.

**ACTION:** The topic *Continuing Education Units (CEU)* will be placed on the agenda for the May 2020 Board meeting as an action item.

New Fee Structure – The Division will notify the industry, via email, of the new fee structure that will be implemented by DBS on May 1, 2020.

**ACTION:** The HVAC Program Manager will email the industry the effective date of the new fee schedule.

◆ **Local Jurisdictions Checking Licenses**

The City of Idaho Falls has informed its inspectors that since licenses are issued by the state, not the city, they are not responsible for checking licenses. Board Member Garret Christoffersen asked for clarification on this issue. Administrator Chris L. Jensen explained when local jurisdictions take over the authority of the HVAC program, they take on the responsibility to not only uphold rules but all of the state's IDAPA codes and laws. If an alleged violation occurs, local jurisdictions are encouraged to contact DBS to investigate and perhaps issue a Notice of Violation.

For consistency among the HVAC, Electrical and Plumbing programs, Administrator Jensen will actively pursue this compliance issue; generating correspondence for distribution to all jurisdictions in the state of Idaho.

◆ **Compliance Program Report**

The Division continues to check licenses throughout the state of Idaho. Local jurisdictions are encouraged to contact the Compliance Program Specialist with any suspicious activity. Should an appeal hearing be generated, the local jurisdiction may be called as a witness. Electronic ads are a big compliance issue at this time.

◆ **Administrator Report**

Electrical Apprentice Ratio – Administrator Jensen explained the events behind the House Business and Senate Commerce and Human Resources Committees removing the two-to-one electrical apprentice ratio from the electrical rules.

2018 Codes (Cont'd) – The codes have passed and will become effective at the close of the 2020 legislative session; however, DBS will not fully enforce them until January 1, 2021. The journeyman exam, based on the 2012 codes, will be provided until 2022 and the 2018 journeyman exam will be available in January 2021.

Construction – At this time, there does not seem to be any slowdown in construction. The Idaho National Laboratory, Idaho Falls, is expecting to hire 5,000 individuals to work on the small-scale modular reactor project.

◆ **Adjournment**

**MOTION:** Bill Carter made a motion to adjourn the meeting. Bill Hatch seconded. All in favor. Motion carried.

The meeting adjourned at 11:23 a.m. (MDT).

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TED SERMON, CHAIRMAN  
HEATING, VENTILATION AND  
AIR CONDITIONING BOARD

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RON WHITNEY, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

10/16/2020rb