

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

**Wednesday – January 13, 2021 – 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 13, 2021 IDAHO 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 9:32 a.m. (MST)

**Board Members Present:**

Ted Sermon, Chairman  
Judy Van Cleave  
Mike LaPray  
Mark Ferm  
Garret Christoffersen

**DBS Staff Members Present:**

Ron Whitney, Administrator  
Patrick Grace, Deputy Administrator  
Spencer Holm, Deputy Attorney General  
Michael Hyde, HVAC Program Manager  
Adam Bowcutt, Regional Manager, Region 3  
Mike Paschall, Regional Supervisor, Region 1  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to discuss under open forum.

◆ **Approval of the January 13, 2021 Agenda**

The Chairman asked the following items to be removed from the agenda: 1) Action Item 02, *Administrative Appeals Hearing-Snake River Heating and A/C*, resolved, and 2) Informational Item 04, *Board Chairman’s Discussion: Commonalities Throughout Trades*, tabled for a later date.

**MOTION:** Mark Ferm made a motion to approve the agenda with changes. Mike LaPray and Garret Christoffersen seconded. All in favor, motion carried.

◆ **Approval of the November 5, 2020 Board Meeting Minutes**

**MOTION:** Judy Van Cleave made a motion to approve the minutes from the November 5, 2020 board meeting. Mark Ferm seconded. All in favor, motion carried.

◆ **Discuss Contents of CEUs**

As an alternative to attending school, an individual can enroll as an apprentice as long as accredited CEUs of either eight hours of code or four hours of code-related and four hours of industrial-related are taken and certificates are provided to DBS every year.

In hopes of having some CEU courses approved and available by the July 1, 2021 deadline, HVAC Program Manager Michael Hyde has been in contact with several distributors and wholesale house representatives on how to get their courses approved. When asked, several colleges and union representatives agreed to have code-related courses available within the next month or two for

review by the board liaison and HVAC program manager. Until the pandemic subsides, online seems the best way to offer CEU courses. Upon the approval of CEU requirements by the Board, the Division will send a letter to contractors and apprentices on the pertinent information.

The Chairman asked the topic *Discuss Contents of CEUs* be considered for possible discussion at the March 2021 board meeting.

**MOTION:** Mike LaPray made a motion to approve CEUs as eight hours of code OR four hours of code-related and four hours of industrial-related. Judy Van Cleave seconded. All in favor, motion carried.

**ACTION:** The topic *Discuss Contents of CEUs* will be placed as an informational item on the agenda for the March 2021 board meeting.

◆ **Executive Order 2020-01: 5 Year Rule Review / Rulemaking Schedule**

For clarification, the negotiated rulemaking process with regard to the HVAC Board's current existing IDAPA rules can begin in the year 2024 for submission to the 2025 legislative session.

◆ **Idaho Statute § 54-5021 Appointment and Qualifications of Inspectors**

A proposed statute change, to add that all mechanical inspectors possess a certificate of competency, was provided in the packet. The proposal would also remove subsection four (4), requiring each local government mechanical inspector be certified as a mechanical inspector. The HVAC Program Manager requested this topic remain on future agendas to allow for feedback from the industry.

**ACTION:** The topic *Idaho Statute § 54-5021 Appointment and Qualifications of Inspectors* will be placed as an informational item on the agenda for the March 2021 board meeting.

◆ **Program Manager Report**

Permit Activity Report – Addressed was a graph showing the total number of HVAC permits issued in the state's jurisdiction for the past two and a half fiscal years. In comparison to last year's numbers, the state is up 468 permits, with a projected all-time high of 9,000 permits. In addition, each permit has increased by \$11 with the new fee schedule.

NOV Activity Report – Since November 2020, there have been 253 violations, primarily contractors failing to get final inspections. Finding a great deal of unlicensed individuals on job sites, the Division's new compliance officer is providing license applications, as well as information on how to renew.

Fire Exception for Permit Fees – As of December 2, 2020, seven permits, none fire related, have been pulled in Clearwater County; two are new construction and the others are retrofits.

Journeyman First Exam Attempts Report – Two reports were provided; 2012 code cycle for 2020 by school and 2018 code cycle in 2020 by school. Currently, there are 3,550 active HVAC apprentices and 840 active HVAC contractors.

High Schools and Trades – Chairman Sermon asked that the topic *High Schools and Trades* be added as an informational item to the agenda for the March 2021 board meeting. The idea is to go

into high schools at the end of the school year and explain the value/incentives of working in the HVAC, Electrical and Plumbing trades.

**ACTION:** The topic *High Schools and Trades* will be placed as an informational item on the agenda for the March 2021 board meeting.

◆ **Administrator Report**

Legislature – The 2021 legislative session commenced on January 12, 2021. Legislation was introduced to curb the Governor’s emergency powers; specifically, authorizing legislators to call special sessions.

Financial Report – Each of the Division’s boards pay a pro-rata share of the major expenses accrued by DBS. Two upcoming expenses are: 1) Tenant improvements and move of DBS to the Chinden Campus in 2021, and 2) In FY2022, either upgrade the Division’s TRAK-iT system, create or find a new software system.

Division of Occupational and Professional Licenses (DOPL) – Three proposed bills, to create the new DOPL and bring all boards from various agencies under one umbrella, will be presented at the 2021 legislative session. The bills will: 1) Update all agency organizational references to the new agency name; 2) Create efficiencies and consistency in agency operations by bringing hiring authority under the DOPL Division Administrator; and 3) Transition current agency funds to the DOPL Fund for transparency and accountability.

Permits – For the 2020 calendar year, permits have exceeded the numbers for 2019 by ten percent and for 2018 by 16 percent. The first eight days of January 2021, there have been 206 permits issued daily; whereas, during the same time in 2019, there were 160 permits issued per day.

Permit Fees (Cont’d) – For clarity, revenue per permit is actually down 9% even though the permit count is up ten percent.

◆ **Adjournment**

**MOTION:** Mike LaPray made a motion to adjourn the meeting. Judy Van Cleave seconded. All in favor. Motion carried.

The meeting adjourned at 10:25 a.m. (MST).

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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

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