

DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

FEBRUARY 12, 2014



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve agenda for the February 12, 2014 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 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137**

***Wednesday, February 12, 2014
9:30 a.m. – 3:30 p.m. (MT)***

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

-
- 9:30 a.m. CALL TO ORDER** – Dan Brizee, Chairman
- Roll Call & Introductions
 - Open Forum

CONSENT AGENDA

1. Approval of the February 12, 2014 Agenda
2. Approval of the November 13, 2013 Board Meeting Minutes

INFORMATIONAL AGENDA

3. CWI On-Line Course – Jerry Peterson and CWI Representative
4. Specialty Appliance Plumbing License Update/Water Heater Installations – John Nielsen
5. Program Manager Report – Jerry Peterson
6. Operational Report – Steve Keys
7. Administrator Report
 - a. Financial Report – C. Kelly Pearce and Kathleen Watkins
 - b. Administrator – C. Kelly Pearce

- 3:30 p.m. ADJOURN**

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 02/05/2014

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve minutes from the November 13, 2013 Idaho HVAC Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



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

Wednesday – November 13, 2013 – 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho**

***DRAFT MINUTES OF THE NOVEMBER 13, 2013 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 9:32 a.m. (MT)

Board Members Present:

Dan Brizee, Chairman
Ted Sermon, Vice-Chairman
Bruce Graham
Russ Goyen
Bill Carter
Arlyn Tietz

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Kathleen Watkins, Financial Manager
Jerry Peterson, HVAC Program Manager
Rod Freligh, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Regional Supervisor, Region 1
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Tim LaMott

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of the November 13, 2013 Agenda**

MOTION: Ted Sermon made a motion to approve the agenda as presented. Bill Carter seconded. All in favor, motion carried.

◆ **Approval of the July 10, 2013 Board Meeting Minutes**

MOTION: Ted Sermon made a motion to approve the minutes as written. Bill Carter seconded. All in favor, motion carried.

◆ **Administrative Appeals Hearing**

Thomas John – NOV HVC1308-0002 – The appeal was resolved prior to the meeting.

◆ **Schedule 2014 Meetings**

The 2014 Idaho HVAC Board meeting dates are as follows: February 12th, May 14th, July 9th, and November 12th.

MOTION: Ted Sermon made a motion to approve the 2014 Idaho HVAC Board meeting dates as presented. Bill Carter seconded. All in favor, motion carried.

◆ **HVAC Program Manager Report**

Conditioned Crawlspace – A conditioned crawlspace is a crawlspace constructed and insulated so that it is part of the conditioned space of the house. There have been inconsistencies with these spaces; specifically the inadequacy of air flow. The HVAC program manager has provided training throughout the state of Idaho on the code requirements for this type of space.

Manual J – DBS has received customer complaints with regard to manual J; primarily balance issues. The homes in question are predominantly larger two-story with bonus rooms. The Division continues to work to coordinate load calculation training for designers in the Treasure Valley.

CWI Technical Advisory Committee – The HVAC program manager is on the College of Western Idaho (CWI) Technical Advisory Committee. Enrollment for the fall 2013 First Year Apprenticeship program is 57; doubling from 2012's total of 28.

CWI On-Line Course – As part of its on-line training, CWI has created a virtual training center. Individuals are graded on how well they work through the scenario.

The program manager was asked to invite CWI to demonstrate the program at the February 2014 Board meeting.

ACTION: For the February 2014 Board meeting, the HVAC program manager will invite the College of Western Idaho to demonstrate their on-line virtual training program.

◆ **Operational Report**

HVAC Inspections – The Division received a complaint against a local jurisdiction whose inspector is not HVAC certified; however, has been performing mechanical inspections. The county in question is working with another jurisdiction, as well as the state of Idaho, to issue permits and perform HVAC inspections until its inspector receives the necessary certification(s).

Revenue – The percentage of revenue from the city of Meridian contract relative to HVAC for the first three months of FY 2014 is 27.5%.

◆ **Administrator Report**

Continue Education Units (CEU) – The plumbing program manager provided a brief summary of the CEU requirements for the plumbing industry.

As addressed at the October 24, 2013 Plumbing Board meeting, the administrator offered to provide a letter to the Board on occupations registered with the state of Idaho Bureau of Occupational Licenses and the number of CEUs required to maintain their registration.

ACTION: The Division will provide a list of professions registered with the state of Idaho Bureau of Occupational Licenses and their CEU requirements to the Board.

Financial Report – The Idaho HVAC Board fund, FY 2014 financial statement as of September 30, 2013, was reviewed.

Statewide Projects – DBS has been intricately involved in the following major projects: The Village at Meridian; Shoshone-Bannock Hotel and Event Center, Fort Hall; and Melaleuca headquarters, Idaho Falls.

Revenue – The Division closed FY 2013 with a 22% increase in accumulative funds.

Proposed Budget – A new proposed budget, with a slight increase of over 2% from last year, has been submitted to the governor’s office.

◆ **Recognition**

Russ Goyen was recognized for his years of service on the Board with a commemorative plaque.

◆ **Adjournment**

Chairman Brizee adjourned the meeting at 10:38 a.m. (MT).

DAN BRIZEE, CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Idaho HVAC Board. 12/03/13rb

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03

CWI On-Line Course

PRESENTER: Jerry Peterson, HVAC Program Manager and CWI Representative

OBJECTIVE: Demonstration of on-line virtual training program

ACTION: Informational

BACKGROUND: As part of its on-line training, CWI has created a virtual training center. Individuals are graded on how well they work through the scenario.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04 Specialty Appliance Plumbing License Update/Water Heater Installations

PRESENTER: John Nielsen, Plumbing Program Manager

OBJECTIVE: Clarify the statutory authority for water heaters used in a potable system.

ACTION: Informational

BACKGROUND: Certain counties have stopped allowing HVAC contractors to pull mechanical permits to install water heaters in a potable system because those water heaters are part of the plumbing system, thus creating a license issue.

PROCEDURAL HISTORY:

ATTACHMENTS: Proposed grandfathering of HVAC contractors and journeymen with Appliance Plumbing Specialty licenses.



018. APPLIANCE PLUMBING SPECIALTY LICENSE.

The Division will waive the seventy-two hour class and testing portion of the rule, starting April 1, 2014 and ending on May 31, 2014.

IDAPA 07.02.05.018.04. Special Grandfathering Provision.

a. Contractor: In lieu of the thirty (30) months minimum journeyman experience requirement, an individual may use five (5) years' experience of owning and operating a business where this specialty applies AND satisfactory completion of seventy-two (72) hours of Idaho Plumbing Board-approved related training classes. For this purpose, a business is defined as an activity in which tax returns were required to be and have been filed for at least five (5) years. (7-1-99)

b. Journeyman: In lieu of the eighteen (18) months apprentice on-the-job experience requirement, an individual may use five (5) years' experience working for a business where this specialty applies. For this purpose, working for a business is defined as being issued a W-2 earning form from a related business or businesses for at least five (5) years. (7-1-99)

05. Applications for Specialty Licenses. Applications for the above specialty licenses may be obtained from the Division of Building Safety. The forms shall be returned with the examination fee provided by Section 54-2614, Idaho Code, with proof of the required experience in the field of this specialty. (3-29-12)

06. Examinations for Specialty Licenses. Written examinations for specialty plumbing licenses shall be formulated from the practical application of the sections of the Uniform Plumbing Code as adopted by the Idaho Plumbing Board under Section 54-2601, Idaho Code. (7-1-99)

07. Fees. Fees for certificates shall be required in accordance with Section 54-2616, Idaho Code. (7-1-99)

08. Scope of Work Permitted. Permitted to disconnect, cap, remove, and reinstall within sixty (60) inches of original location: water heating appliance, water treating or filtering devices; air or space temperature modifying equipment which involves potable water; humidifier; temperature and pressure relief valves; condensate drains and indirect drains in one (1)-family and two (2)-family residences only. Does not include installation, testing, or certifying of backflow prevention devices. Does NOT include any modification to the drain, waste or vent systems. Must comply with all Idaho plumbing laws and rules and the requirements of the Uniform Plumbing Code. (7-1-99)

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 05

Program Manager Report

PRESENTER: Jerry Peterson, HVAC Program Manager

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



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 06

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide an overview of the daily operations of the HVAC program and DBS.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07a

Financial Report

PRESENTER: C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager

OBJECTIVE: Review the Idaho HVAC Board's financial report.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho HVAC Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial Report





Division of Building Safety
 IDAHO HVAC BOARD FUND 0229-08
 Fiscal Year 2014 Financial Statements
 As of 12/31/2013

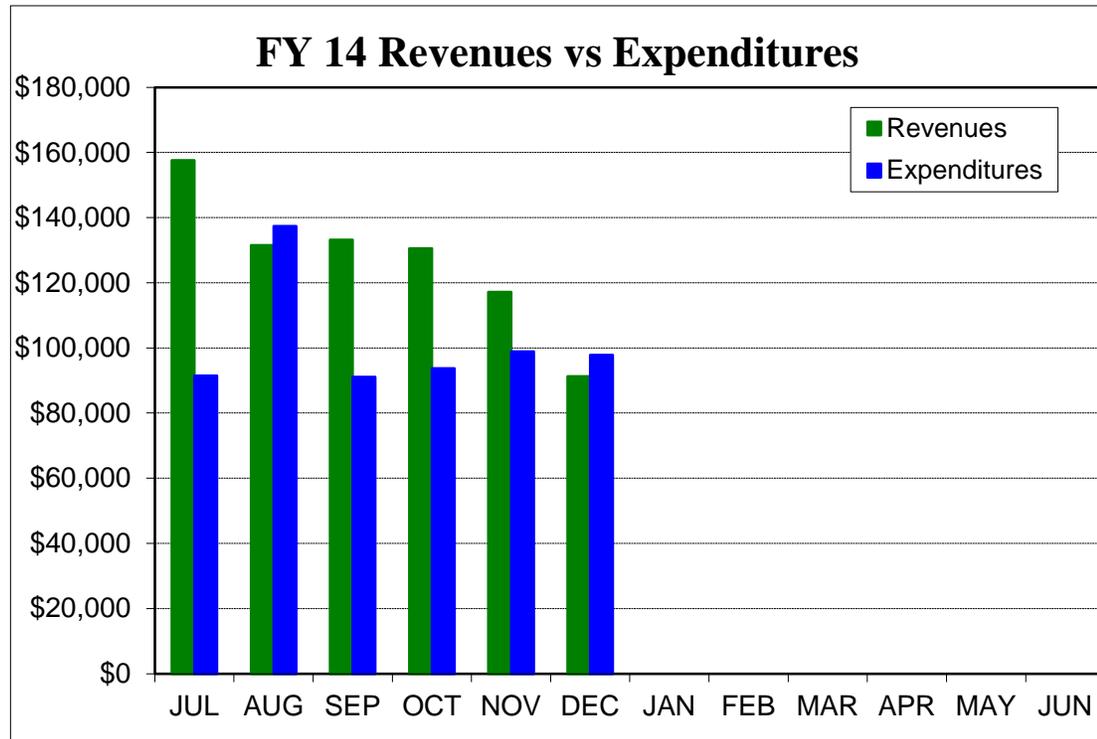
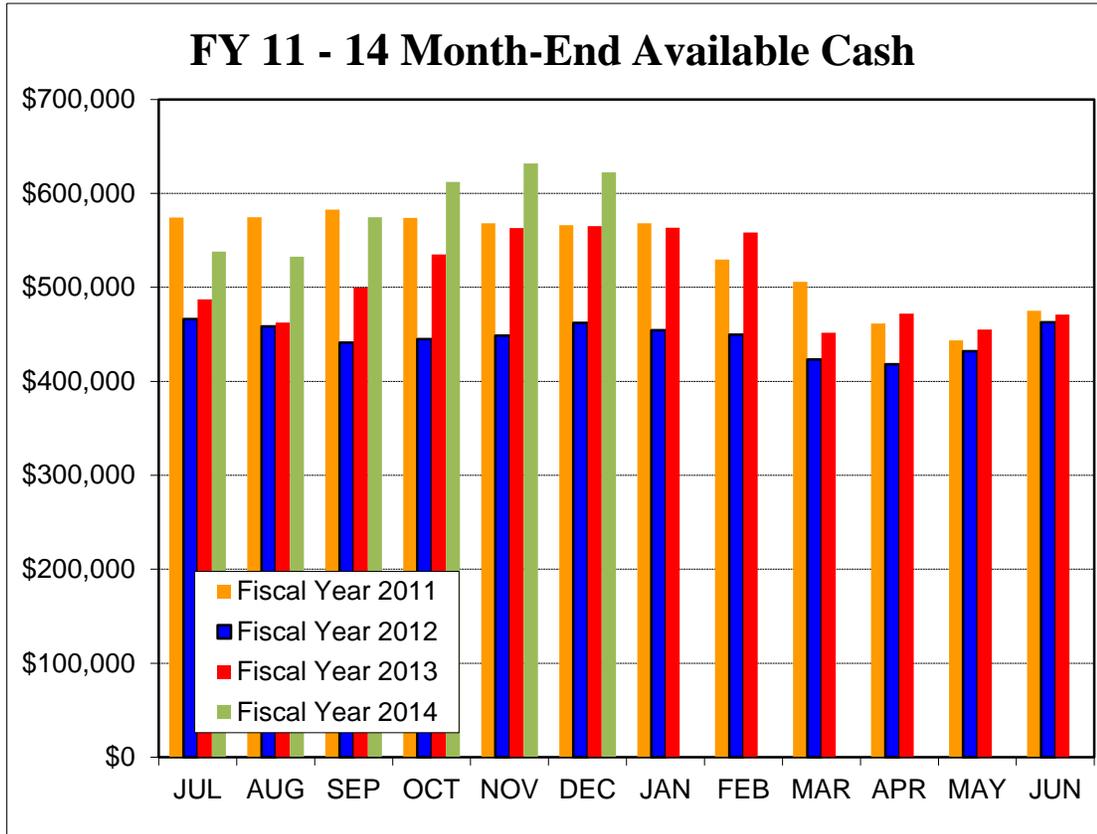
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	1,173,000	761,310	64.9%	411,690	636,871	1,398,181	119.2%
Expenditures							
Personnel:	936,000	464,118	49.6%	471,882	464,118	928,235	99.2%
Operating:	219,000	125,766	57.4%	93,234	121,555	247,321	112.9%
Capital:	32,000	20,338	63.6%	11,662	11,662	32,000	100.0%
Total Expenditures	1,187,000	610,221	51.4%	576,779	597,335	1,207,556	101.7%
Net for FY 2014	(14,000)	151,089			39,536	190,625	

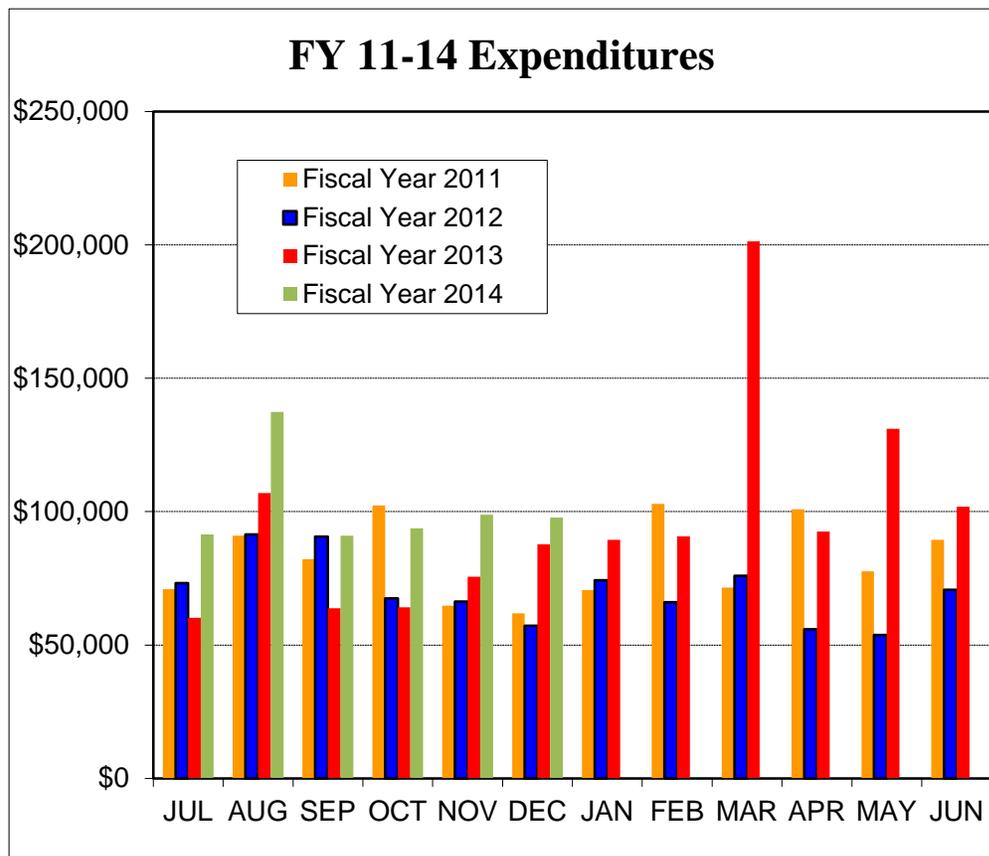
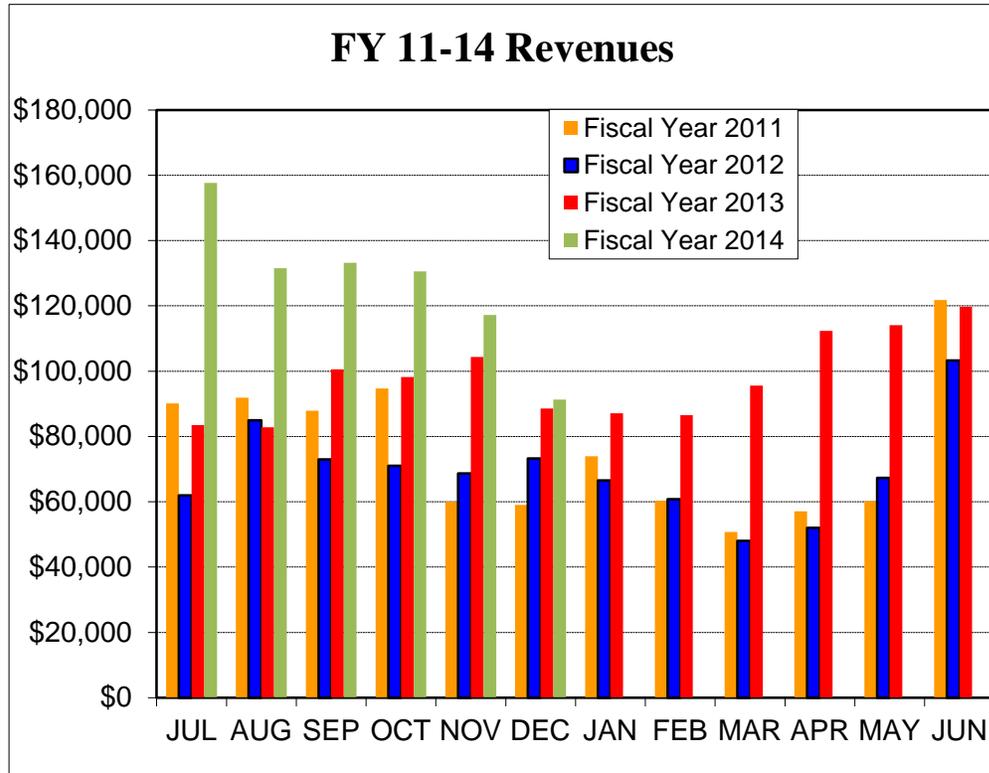
Statement of Cash Balance

July 1, 2013 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of December 31, 2013	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
471,008	761,310	(610,221)	152	622,250	39,536	661,785

IDAHO HVAC BOARD FUND 0229-08



IDAHO HVAC BOARD FUND 0229-08



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 07b

Administrator

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

