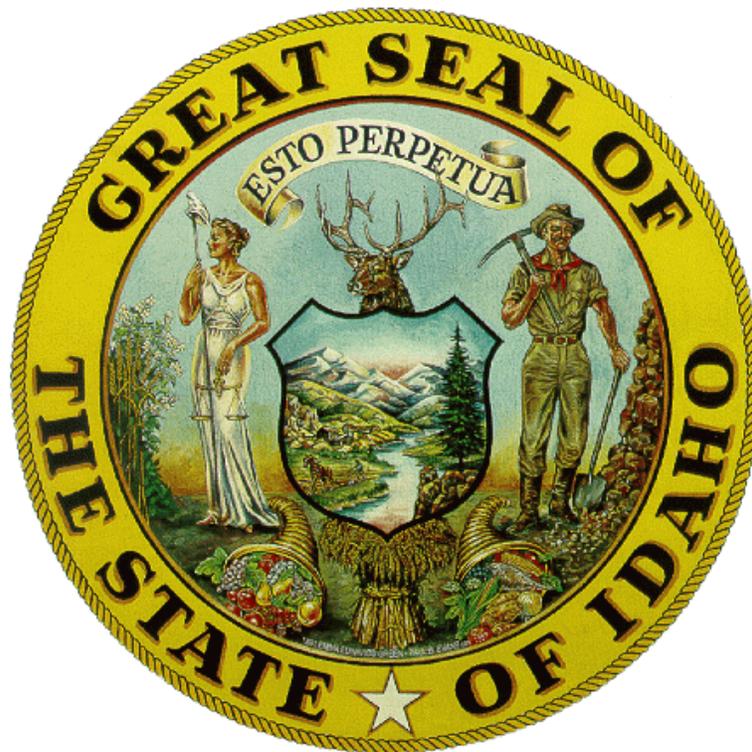


DIVISION OF BUILDING SAFETY

IDAHO HEATING, VENTILATION AND
AIR CONDITIONING BOARD
VIDEOCONFERENCE MEETING

MAY 14, 2014



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 01

Agenda

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve agenda for the May 14, 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, May 14, 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 May 14, 2014 Agenda
2. Approval of the February 12, 2014 Board Meeting Minutes

ACTION AGENDA

3. **Administrative Appeals Hearing – Jerry Peterson**
 - a. **Action Mechanical – NOV HVC1402-0002**

INFORMATIONAL AGENDA

4. Minimum Ventilation Rates – Jerry Peterson
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. 04/08/2014

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 02

Minutes

PRESENTER: Dan Brizee, Chairman

OBJECTIVE: Approve minutes from the February 12, 2014 Idaho HVAC Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



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

Wednesday – February 12, 2014 – 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 FEBRUARY 12, 2014 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 9:30 a.m. (MT)

Board Members Present:

Dan Brizee, Chairman
Ted Sermon, Vice-Chairman
Tim LaMott
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
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Regional Supervisor, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Bruce Graham

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of the February 12, 2014 Agenda**

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

◆ **Approval of the November 13, 2013 Board Meeting Minutes**

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

◆ **CWI On-Line Course**

The College of Western Idaho (CWI) is using the Delmar Online Training Simulation program as part of its HVAC apprenticeship curriculum. CWI Representative Chris Miller demonstrated the on-line interactive program. Students are graded on how well they work through a scenario. The course purchase price for a student is \$58 and good for two years.

◆ **Specialty Appliance Plumbing License Update/Water Heater Installations**

In accordance with IDAPA 07.02.05.018.08 *Appliance Plumbing Specialty License – Scope of Work Permitted*, an appliance plumbing specialty license is required to install water heaters in domestic systems.

Currently, both the HVAC and Plumbing industries have been installing these units. The Plumbing Board has chosen to bring that responsibility back under its authority. Therefore, to comply with the law, HVAC contractors and journeymen who currently provide this service will need to obtain an appliance plumbing specialty license.

The 72-hour class and test for the license will be waived for all qualified HVAC contractors and journeymen during a 60-day grandfather period, May 1 through June 30, 2014.

HVAC contractors and journeymen will still be able to apply for the license after the grandfathering period; however, will be required to take the class and test.

Post cards on the pertinent information will be mailed two months prior to the official grandfather period to all HVAC contractors.

ACTION: The plumbing program manager will notify all HVAC contractors of the grandfathering conditions and time frame to obtain an appliance plumbing specialty license.

◆ **HVAC Program Manager Report**

Training – The focus of the HVAC program manager this year is training; primarily life safety concerns.

◆ **Operational Report**

Legislative Update – The rule to adopt and amend the 2012 editions of the HVAC Codes has passed both the House Business and Senate Commerce Committees.

Change in Agenda – The topic *Residential Minimum Ventilation Rates*, air quality issues in buildings, was removed from the agenda prior to the meeting. Gas companies and other providers were concerned there was dialog with the industry without having the opportunity to respond. DBS is working to formalize a group, like the collaborative, to discuss the issue.

◆ **Administrator Report**

Financial Report – The Idaho HVAC Board fund, FY 2014 financial statement as of December 31, 2013, was reviewed.

City of Meridian Update – This is the end of the second year DBS has provided mechanical inspections for the city of Meridian. As of January 2014, overall revenues were slightly down; however, permits were up. This indicates commercial activities have decreased, yet residential activities are still going strong.

Magnolia Nitrogen Idaho LLC "Magnida" – Magnida, a Houston-based fertilizer company, plans to build a plant in the American Falls area to convert natural gas into ammonia (liquid) fertilizer.

Per Capita Production – Information from July 2010 to January 2014, based on quarterly per capita production per each full-time employee of DBS, was provided.

◆ **Adjournment**

Chairman Brizee adjourned the meeting at 10:45 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. 03/05/14rb

DRAFT

IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 03a Action Mechanical – NOV HVC1402-0002

PRESENTER: Jerry Peterson, HVAC Program Manager

OBJECTIVE: Administer a ruling on Action Mechanical's Appeal –
NOV HVC1402-0002

ACTION: Affirm, reject, decrease or increase the imposed penalties.

BACKGROUND: The Notice of Violation (NOV) was issued based upon a proposed violation to IDAPA 07.07.01.070.02 "Employees".

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Documentation from Action Mechanical and DBS



IDAHO HEATING, VENTILATION AND AIR CONDITIONING BOARD

Agenda Item No. 04

Minimum Ventilation Rates

PRESENTER: Jerry Peterson, HVAC Program Manager

OBJECTIVE: Board recommendation for 2014.

ACTION: Informational

BACKGROUND: Tight home construction may lead to ventilation concerns and poor indoor air quality.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Copies of the PowerPoint will be available after the presentation.



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 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



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 3/31/2014

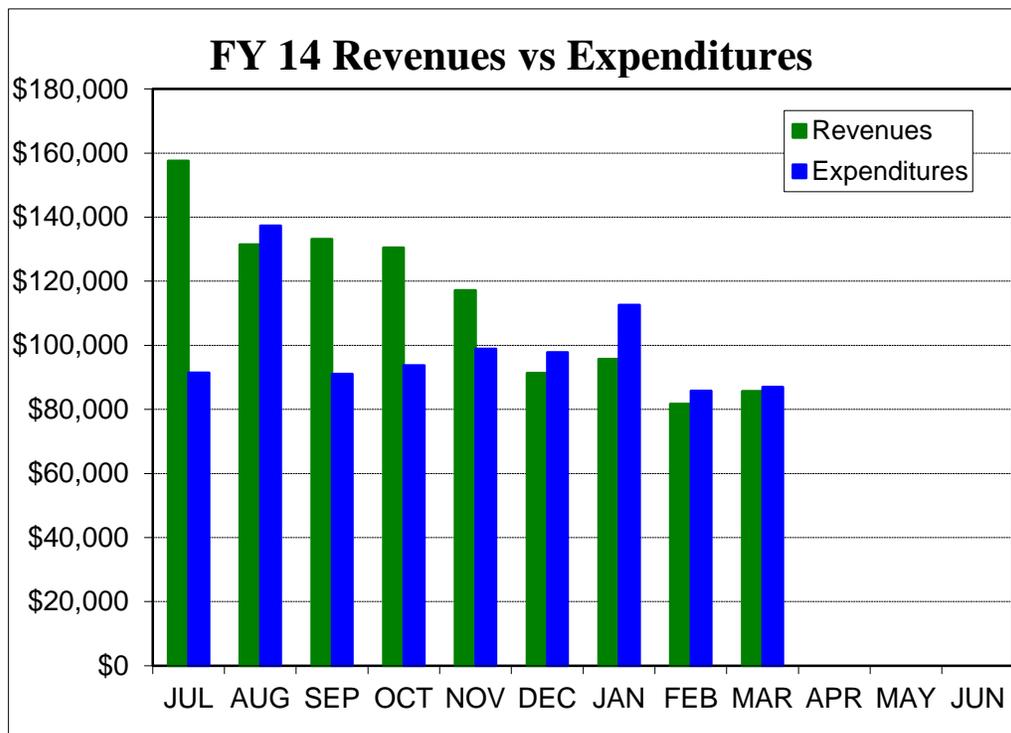
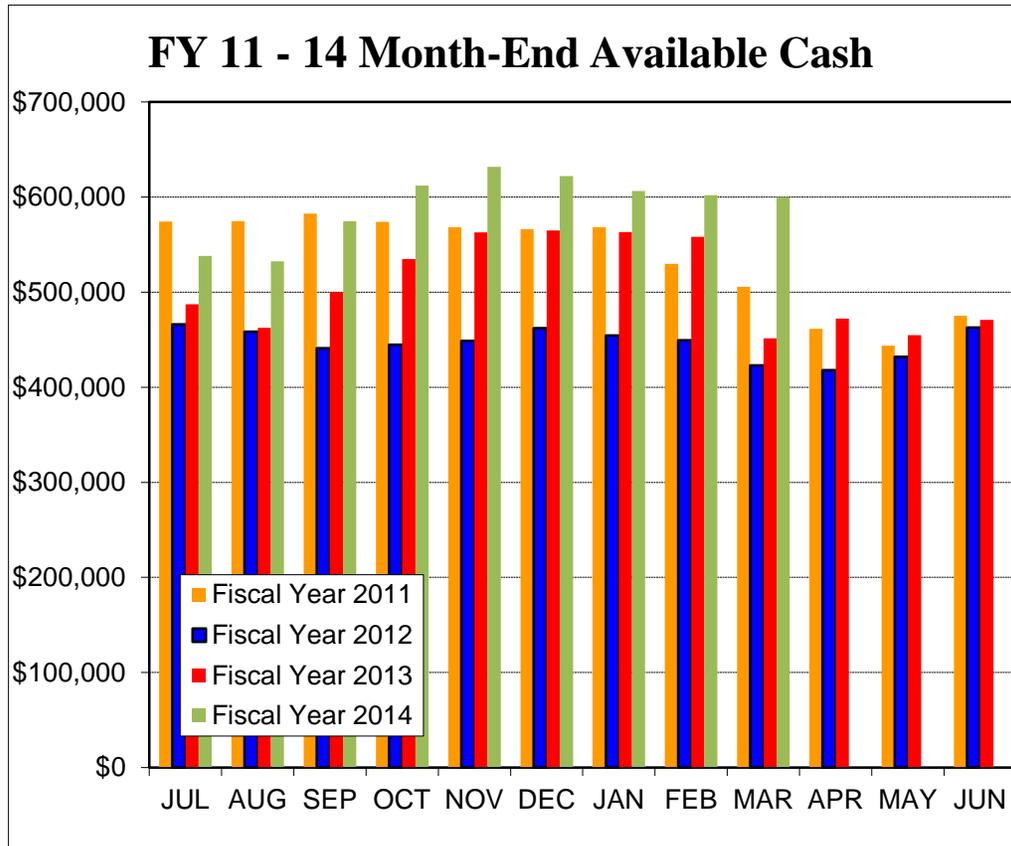
Statement of Revenues and Expenditures

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	1,024,451	87.3%	148,549	320,583	1,345,034	114.7%
Expenditures							
Personnel:	936,000	715,141	76.4%	220,859	214,542	929,683	99.3%
Operating:	219,000	160,143	73.1%	58,857	53,829	213,973	97.7%
Capital:	32,000	20,338	63.6%	11,662	11,662	32,000	100.0%
Total Expenditures	1,187,000	895,622	75.5%	291,378	280,034	1,175,656	99.0%
Net for FY 2014	(14,000)	128,829			40,549	169,378	

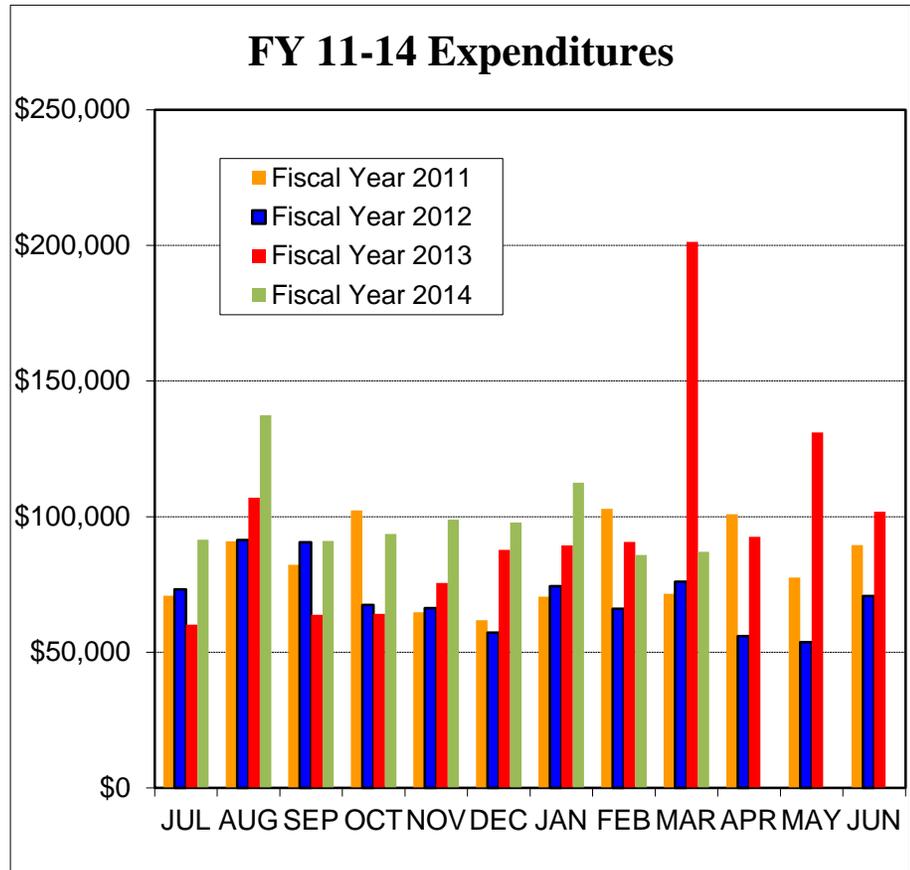
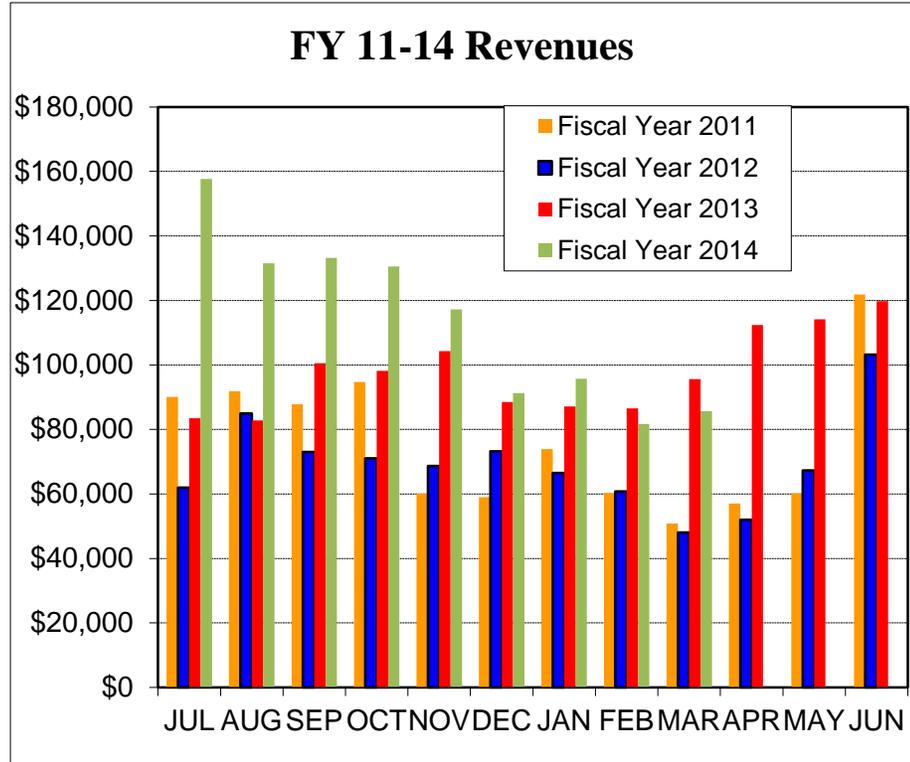
Statement of Cash Balance

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 March 31, 2014	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
471,008	1,024,451	(895,622)	315	600,152	40,549	640,701

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

