



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Liquefied Petroleum Gas Safety Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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Draft Minutes of 02/21/2023

**Board Members** Tom C. Daniels, Chair **Division Staff:** John Nielsen, Executive Officer  
**Present:** Alan Perry Lea Kear, Legal Counsel  
Garrett DeJong Christopher Gilliam, HR Spec. Sr.  
Rick J. Harris Jessica Spoja, Licg./Regn. Prog. Mgr.  
Don Morse, Investig. Prog. Super.  
Jesama Rosensweig, Licg. Super.  
Linda Pratzner, Brd. Supp. Spec.

The meeting was called to order at 9:01 AM MT by Tom C. Daniels.

**APPROVAL OF 11/08/2022 MINUTES**

A motion was made and seconded to approve the 11/08/2022 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Board Training – Respectful Workplace:** Human Resource Specialist Senior Christopher Gilliam presented Respectful Workplace training.

**Board Training – Open Meetings Law:** Legal Counsel Lea Kear presented Open Meetings Law training. A copy of the Law will be provided to the Board members.

**Confidentiality, Conflict of Interest, and Honoraria Policies:** Legal Counsel Kear addressed the policies for the Board member's review and signatures.

**Meeting Dates – 06/06/2023 and 09/19/2023:** The Board agreed to the June 6 meeting; however, due to scheduling conflicts, Executive Officer John Nielsen will chose a different date for a fall meeting.

**DOPL Strategic Plan:** Executive Officer Nielsen provided an overview of the Division's Strategic Plan.

**BOARD BUSINESS**

**Complaint Statistics:** Investigations Program Supervisor Don Morse addressed the IDOPL Complaint Memorandum, FY 2021 through FY 2023 (to date).

**Discuss Delegation of Authority Review**

- **License Applications:** Licensing and Registration Program Manager Jessica Spoja asked the

Board to authorize the DOPL licensing staff to approve applications that are to change ownership. The Board was in agreement as long as there were no issues, and the facility was inspected.

A motion was made and seconded to delegate authority to the DOPL licensing staff to review and approve applications when there is a change of ownership. The motion carried unanimously.

- **Inspections and Associated Timeline:** The LPG Dispenser Inspection Form states in part, "... in order to maintain operation the facility must, within 60 days of the inspection, either (1) complete the required improvements to gain compliance or (2) submit a detailed plan of correction for Board approval that includes the time necessary to complete the required improvements." Executive Officer Nielsen asked the Board to delegate authority to DOPL staff to extend the 60 day notice as needed.

A motion was made and seconded that the Division has the discretion to extend the 60 day notice on the inspections as needed. The motion carried unanimously.

**Inspection Procedures:** The Executive Officer asked for clarification on barriers as there was no definition until the 2017 edition of the Liquefied Petroleum Gas Code. Executive Officer Nielsen offered, and the Board agreed, a new Dispenser and Facility Inspection Form, pre-adoption of the 2017 code, be created.

**Financial Update:** Executive Officer Nielsen provided an overview of the Financial report.

**Licensure Application Review:** The Board reviewed applications PDFA-1543 and PDFA-1578.

A motion was made and seconded to approve application PDFA-1543. The motion carried unanimously.

A motion was made and seconded to approve application PDFA-1578 pending correction of the fusible line. The motion carried unanimously.

#### **EXECUTIVE SESSION – DISCIPLINE AND APPEARANCES**

**Motion to Enter Executive Session:** A motion was made and seconded for the Board to enter Executive Session under Idaho Code § 74-206(1)(d). Roll Call: Tom C. Daniels-aye, Garrett DeJong-aye, Rick Harris-aye, and Alan Perry-aye. The motion carried unanimously.

**Motion to Leave Executive Session:** A motion was made and seconded to exit Executive Session. The motion carried unanimously.

**Motion(s) re: Disciplines:** A motion was made and seconded to follow staff's recommendation to close the following cases with a warning/advisory letter: I-LPG-2021-23, I-LPG-2021-28, I-LPG-2021-31, I-LPG-2021-33, I-LPG-2022-7, and I-LPG-2023-1. The motion carried unanimously.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 12:00 PM.

02/22/2023krb

**NEXT MEETING DATE: 06/06/2023**

DRAFT