

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

January 12, 2022 – 9:30 a.m. (MT)

**Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
155 North Maple Street, Blackfoot**

DRAFT MINUTES OF THE JANUARY 12, 2022 IDAHO HVC 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 9:38 a.m. (MT)

Board Members:

Ted Sermon, Chairman
Bill Carter, Vice-Chairman
Randy Hart
Judy Van Cleave
Garret Christoffersen
Mike LaPray

DBS Staff Members:

Michael Hyde, Operations Manager
John Nielsen, Executive Officer
Laura Shankel, Licensing and Registration Manager
Ron Bassett, Board Services Manager
Chuck Knapp, Region 1 Supervisor
Molly Hamilton, Licensing Supervisor
Renee Bryant, Board Support Supervisor

DOPL Organizational Chart Update

The new organizational chart is a combination of 11 agencies and 48 boards into a single division. There are three different bureaus within the division which are Health and Professions Bureau, General Occupational Licensing Bureau, and our Building, Construction, and Real Estate. This organizational chart is available under the DOPL website. Russell Baron, Administrator, sent an email to all board members which included an overview of this new process and a list of executive officers assigned to each board. John Nielson is the Executive Officer and direct liaison for the HVC Board.

Approval of the January 12, 2022 Agenda

MOTION: Board Member Carter made a motion to approve the January 12, 2022 Agenda as written. Board Member Van Cleave seconded. All in favor, motion carried.

Approval of the November 10, 2021 and December 8, 2021 (Special) Board Meeting Minutes

The November 10, 2021 meeting minutes were not presented for approval; therefore, will be on the next agenda for approval.

MOTION: Board Member Carter made a motion to approve the December 8, 2021, Meeting Minutes as written. Board Member Hart seconded. All in favor, motion carried.

Board Business

ZBR Strategy

Executive Officer Nielsen presented the Zero-Based Regulations (ZBR) strategy. In 2019, the Governor issued an Executive Order called the Red Tape Reduction Act with every agency in the state undergoing this process. The Governor wants to reduce the excessive regulations in all levels of government. The creation of ZBR will identify and eliminate costly ineffective and outdated regulations. The Board will repeal, replace, and present HVC rules to the 2023 Legislation session. To help with this process the board will use the prospective analysis, which is a set of questions used to identify why these rules are in place. The goal is to help guide industry and homeowners, as well as not be overly burdensome. This process will not take out requirements and safety but will omit unnecessary words.

Executive Officer Nielsen will bring ZBR topics for discussion at scheduled board meetings starting April 1st, 2022. In addition, there will be two industry meetings scheduled for their input. The goal is for the Board to approve the draft by August 1st, 2022. Executive Officer Nielsen will send the board members copies of the rules for ZBR repeal and replace.

ZBR Calendar Dates

Currently, there are three regularly scheduled board meetings in 2022. They are March 9th, May 11th, and November 9th. The Board was provided with tentative dates for ZBR discussions. These ZBR meetings will be open to the public. The Board will hold scheduled meetings to include ZBR discussions on February 10th, April 19th, and July 19th.

Division Business

Notice of Violation Activity Report

The Executive Officer will be working with licensing and investigations to develop this report. Chairman Sermon asked as a board member can he check licenses. Executive Officer Nielsen will check on this for the board.

Journeyman First Exam Report

There were no questions.

Division Report

Executive Office Nielsen introduced Molly Hamilton, licensing supervisor for HVAC, electrical and plumbing. Laura Shankel is the licensing and registration program manager.

Financial Update

The Finance Department is still in the process of creating a financial report for the boards.

Adjournment

With no further comments, the Chairman asked for a motion to adjourn.

MOTION: Board Member Van Cleave made a motion to adjourn the meeting. Board Member Carter seconded.

The meeting adjourned at 10:37 a.m. (MT).

TED SERMON, CHAIRMAN
HEATING, VENTILATION, AND
AIR CONDITIONING BOARD

JOHN NIELSEN, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

DATE

DATE

These DRAFT minutes are subject to possible correction and final approval by the Board. 05/13/2022lp

DRAFT