



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

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Draft Minutes of 11/06/2024

Board Members Present:	Tom C. Daniels, Chair Garrett de Jong Alan Perry Laurie Spencer	Division Staff:	Jessica Spoja, Executive Officer Greg Loos, Legal Counsel Erin Einarsson, Board Support Spc. Jeana Graff, Human Resource Spc.
Board Members Absent:	Rick Harris		

The meeting was called to order at 9:00 AM MT by Chairman Tom C. Daniels.

APPROVAL OF 07/30/2024 MINUTES

A motion was made and seconded to approve the 07/30/2024 minutes as presented. The motion carried unanimously.

DIVISION BUSINESS

Respectful Workplace Training: Human Resource Specialist Jeana Graff presented the Respectful Workplace Training PowerPoint.

Financial Report: Executive Officer (EO) Jessica Spoja presented the Financial Plan Status Report and Cash Balance Projections. The Cash Balance report showed that while the Board will recover from the costs incurred from the move to DOPL and the implementation of the OASIS licensing system, operation costs will continue to be negative unless a fee increase is considered. EO Spoja informed the Board that the Idaho Legislative Services Office has recommended a 20% fee increase and DOPL finance has recommended a minimum of 15% increase, but that the Board has the final authority in determining what changes should be made. EO Spoja shared the current fee table and noted that the Board has the option to modify each fee type individually. Joel Emerson, Clearwater Propane Company, asked when the last time fees were increased and EO Spoja responded that she did not have an exact date but that it had been some time.

BOARD BUSINESS

2025 Meeting Dates: The Board agreed to the following meeting dates for 2025: January 7, March 4, June 3 and September 16.

2024 NFPA 58: Chairman Daniels recommended incorporating by reference the 2024 Edition of the National Fire Protection Association (NFPA) 58 into IDAPA 24.22.01, Section 002. The Board members agreed.

Board Merger Update: At the July 30, 2024 Board meeting EO Spoja shared that legislation was being drafted to merge the Idaho Liquefied Petroleum Gas Safety (LPG) and the Heating, Ventilation and Air-Conditioning (HVAC) Boards. However, because input from the LPG and HVAC Boards and stakeholders had not been gathered prior to drafting this legislation, DOPL has paused moving forward with this proposal at this time. This is a topic that may be discussed at a future date.

Zero-Base Regulation (ZBR) IDAPA 24.22.01: EO Spoja provided the latest edition of the redlines to the Board. The following changes were made:

- **002. INCORPORATION BY REFERENCE:** The 2024 National Fire Protection Association (NFPA) 58 was incorporated by reference.
- **400. FEES:** All fees are annual and non-refundable:

FEE TYPE	AMOUNT (Not to Exceed)	RENEWAL (Not to Exceed)
Application	\$35	
Individual License	\$90	\$90
Endorsement	\$90	
Dealer-in-Training	\$50	
Facility License	\$115	\$115
Bulk Storage Facility	\$460	\$460
Facility Reinspection	\$150	

A motion was made and seconded to adopt the rules as pending incorporating the changes discussed. The motion carried unanimously.

PUBLIC COMMENTS: There were no public comments.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:58 AM.