



State of Idaho
Division of Occupational and Professional Licenses
Idaho Heating, Ventilation and Air Conditioning Board

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Draft Minutes of 10/30/2024

Board Members	Bill Carter, Vice-Chair	Division	Justin Touchstone, Executive Officer
Present:	Garret Christoffersen	Staff:	Greg Loos, Legal Council
	Mike LaPray		Bryan Mulleneaux, Investigator
	Judy Van Cleave		Jeana Graff, Human Resource Specialist
			Jessica Spoja, Lic. Program Manager
			Mike Paschall, HVAC Inspector Sup.
			Renee Bryant, Board Support Supervisor
			Amanda Lee, Board Support Specialist

The meeting was called to order at 9:15 AM MT by Vice-Chair Bill Carter.

APPROVAL OF 06/11/2024 MINUTES

A motion was made and seconded to approve the June 11, 2024 meeting minutes. The motion carried unanimously.

BOARD BUSINESS

Respectful Workplace Training: Human Resource Specialist Jeana Graff presented a PowerPoint titled “Respectful Workplace Training.”

OASIS Update: The second phase of OASIS, for the trades, will go live on November 4, 2024.

Finance Report: Executive Officer (EO) Justin Touchstone gave a brief overview of the positive financial status during the first fiscal year 2025. No fee adjustments were made as the Board’s cash balances are positive.

DIVISION BUSINESS

2025 Meeting Dates: The following meeting dates were approved by the Board for 2025: February 12, May 14, August 13, and November 12.

Notice of Violation (NOV) Report: EO Touchstone addressed the NOV Activity Report. Investigator Bryan Mulleneaux gave a more structured definition of the term “advertising” regarding violations.

Review and Approve - Unlisted Woodstove: As Tim S. was not in attendance, therefore the woodstove approval brought by EO Touchstone has been tabled for the February 12, 2025 meeting.

Flue-Gas Guidance Review: EO Touchstone presented a guidance document on UL 1738 flue-gas piping pressure testing requirements following discussions that arose in the previous meeting. The Board is expected to review the document and provide feedback or suggested changes, which will be addressed in the next meeting in February 2025.

Clarification of Approved Class and/or Lab Hours: Some schools offering apprenticeship programs have expressed concerns regarding the clarity of IDAPA 24.39.70 rules related to lab hours. Section 100-02(b) states: “Educational Lab Work. Time spent by an applicant performing lab work in a board-approved course of instruction may be credited toward the 8,000-hour work experience requirement.” Unlike previous regulations, this section does not specify a maximum number of lab hours, nor does it clearly define what constitutes “lab work.” Additionally, there is confusion about whether these hours should be included in the 576-hour certificate of board-approved course instruction mentioned in Section 100-02. The Division of Occupational and Professional Licensing (DOPL) plans to collaborate with the Board to develop definitions for further guidance on these issues.

Public Comment: Chad Schwendiman, City of Boise, inquired for a follow up about the status of switching to one gas-pressure test standard as discussed previously in late 2023 and early 2024. The Board has agreed to revisit the subject in future meetings.

Mr. Schwendiman highlighted advancements in refrigerant codes and standards, emphasizing the need for unified standards across all boards. Dennis Fox, Fox Heating and Cooling, asked about how contractors can navigate inspections concerning new refrigerants, specifically the differences between code requirements and manufacturer recommendations. Vice-Chairman Carter and EO Touchstone relayed the industry standard.

Ginger Bidegaray, Executive Director of the Idaho Association of Building Officials (IDABO), announced a class titled “2018 IMC Design, Installation, and Inspection” will be offered by the International Code Council on January 16, 2025, at the Grove Hotel. The Division of Occupational and Professional Licensing (DOPL) is collaborating with various boards to streamline the code adoption process.

Carl Valente of Carl Valente Real Estate raised concerns about HVAC unit placements obstructing doors and pathways, which could create safety hazards. After a brief discussion on how mechanical codes might address this issue, EO Touchstone suggested that Mr. Valente contact IDABO for further guidance.

EXECUTIVE SESSION – DISCIPLINE (GROSS VIOLATION(S))

Motion to Enter into Executive Session: A motion was made and seconded for the board to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call vote: Vice-Chairman Carter-aye, Board Member Van Cleave-aye, Board Member Christofferson-aye, and Board Member LaPray-aye. The motion carried unanimously.

Motion to Exit Executive Session: A motion was made and seconded to exit executive session. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Discipline: A motion was made to enter a stipulation on the case discussed in Executive Session.

ADJOURNMENT

There being no further business, the Vice-Chair adjourned the meeting at 11:53 AM

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