



# 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 03/03/2025

#### **Board Members Present:**

Tom Daniels, Chair  
Rick Harris  
Alan Perry  
Laurie Spencer

#### **Division Staff Present:**

Jessica Spoja, Executive Officer  
Augustus Tate, Legal Counsel  
Jeremy Kirk, Plumbing Prg. Mngr.  
Ryan Allstott, Licensing Supervisor  
Erin Einarsson, Board Support Spc.

#### **Board Members Absent:**

Garrett de Jong

This meeting was called to order at 9:08 AM (MT) by Chair Tom Daniels.

#### **APPROVAL OF MINUTES:**

A motion was made and seconded to approve the 11/16/2024 minutes as presented. The motion carried unanimously.

#### **DIVISION BUSINESS**

**DOPL Staff Introductions:** Executive Officer (EO) Jessica Spoja introduced Legal Counsel Augustus Tate, Plumbing Program Manager Jeremy Kirk, and Licensing Supervisor Ryan Allstott.

**Financial Report:** EO Spoja presented the Fiscal Year 2025, Quarter 2 (Q2), Financial Report. EO Spoja noted that under “Operating”, the Board’s shared cost for the OASIS Licensing System build is listed under “Computer Services – OASIS” and the repair expenses (post-launch) are listed as “Repair and Maintenance – OASIS”. EO Spoja added that while these are yearly operating expenses, they are paid in two separate quarters. EO Spoja encouraged the Board Members to contact her if they have any questions or need additional information.

**Zero-Based Regulation Update:** The pending rules for [IDAPA 24.22.01](#) were approved by both the House Business Committee and the Senate Commerce and Human Resources Committee. EO Spoja anticipates that the rules will be approved during the concurrent resolution process and will become law on July 1, 2025. DOPL will send an email to licensees outlining the changes approved by the legislature. The Board’s decision to increase fees was brought before the Division of Financial Management (DFM), but they were not included in the pending rules. DFM determined that because the fee changes were added to the rules at a later date, Stakeholders had not been provided with sufficient opportunities to comment on that decision. Therefore, the Board will enter into negotiated rulemaking this year and the DOPL Finance Team will provide information on fee increases and cash balance projections for the Board to consider.

**Legislative Session Update:** EO Spoja provided the Board with a document outlining Executive Agency Legislation (EAL) DOPL presented to the legislature this year. This included an amendment to Idaho Code §67-2604 which updated numerous sections of Idaho Code to be consistent with the 2-year licensure renewal cycle approved in 2024. It also provides the Division Administrator with the authority to implement fee holidays.

**Post Meeting Survey Update:** DOPL has updated the Board Meeting Survey Form. The new survey includes questions relevant to each board and EO Spoja invited Board Members to submit their honest feedback. Results are sent directly to the Administrator and BCRC Bureau Chief.

## **BOARD BUSINESS**

**Public Comments:** Randy Mead, High Plains Propane, requested clarification on the process for reinstating an expired dealer's license.

Andy Imel, Tates Rents, requested clarification with regards to application requirements.

## **EXECUTIVE SESSION – APPLICATION(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: Chairman Daniels-Aye, Board Member Harris-Aye, Board Member Perry-Aye, and Board Member Spencer-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: Application(s):** A motion was made and seconded to approve application 1522472. Chairman Daniels recused himself. The motion carried.

A motion was made and seconded to approve, pending receipt of requested information, application 1509525. The motion carried unanimously.

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