



State of Idaho

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

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Draft Minutes of 08/13/2025

Board Members	David Tully, Chair	Division Staff	Amy Lorenzo, Bureau Chief
Present:	Bill Carter, Vice-Chair	Present:	Jeremy Kirk, Executive Officer
	Judy Van Cleave		Gus Tate, Legal Counsel
	Mike LaPray		Skip Liddle, Investigations Prg. Mngr.
	Garret Christoffersen		Bryan Mulleneaux, Investigator
	Rick Nay		Mike Paschall, HVAC Supervisor
			Amanda Lee, Board Support Spec.
		Others	
		Present:	Josh Bishop, Prosecuting Attorney

The meeting was called to order at 9:00 AM MT by Chair David Tully.

Approval of 05/14/2025 Minutes:

A motion was made and seconded to approve the May 14, 2025, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Bureau Chief (BC) Amy Lorenzo presented the Fiscal Year 2025 Financial Report.

House Bill 14 Discussion: House Bill 14, The Idaho Code Cleanup Act, requires state agencies to review their titles and chapters of the Idaho Code for unnecessary, obsolete and outdated provisions and provide a report to the Legislature by September 1, 2025. Legal Counsel Gus Tate reviewed Idaho Code § 54-50 with the Board and noted that if any of the Board's comments affect the overall report, he would follow up with Executive Officer (EO) Jeremy Kirk to determine the next steps.

BOARD BUSINESS

Notice of Violation Report: The May 1 to July 31, 2025 Notice of Violation Report was presented.

Approved Class and/or Lab Hours: The Heating, Ventilation and Air Conditioning (HVAC) Board directed BC Lorenzo and EO Kirk to contact education institutions offering HVAC lab hours and request information on how those lab hours are conducted and tracked. Instructors will be invited to attend the next Board meeting to present their programs to the Board.

Journeyman Reciprocal Process: The Board identified that there are currently no reciprocal agreements as the Idaho HVAC education and work hour requirements are more restrictive than those of the surrounding states.

Apprentice Hours – Self-Reporting: BC Lorenzo discussed the Division’s current process for reviewing self-attested hours reported by apprentices.

Review and Approve – Unlisted Wood Stove: As the presenter was invited to, but has not attended, the last two Board meetings where this topic was listed, a motion was made and seconded to dismiss “Review and Approve – Unlisted Wood Stove” from future meetings. The motion carried unanimously.

Flue-Gas Guidance Review: Chair Tully called for any final comments or questions in relation to this topic. No comments were made.

Public Comment: There were public comments.

EXECUTIVE SESSION

A motion was made and seconded for the Board to enter into 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 retain a license or registration. Roll call: Chair Tully-Aye, Vice Chair Carter-Aye, Board Member Van Cleave-Aye, Board Member LaPray-Aye, Board Member Christoffersen-Aye, and Board Member Nay-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 and seconded to authorize the Board’s Prosecuting Attorney to negotiate a stipulation and consent order for case number 1499564 based on the terms discussed in executive session and to authorize the Board Chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to authorize DOPL staff to issue a notice violation as discussed in Executive Session for case number 1412449. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:47 PM.