



# 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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### Minutes of 06/03/2025

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

Tom Daniels, Chair  
Rick Harris  
Alan Perry

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

Jeremy Kirk, Executive Officer  
Gus Tate, Legal Counsel  
Jessica Spoja, Licensing Prgm. Mgr.  
Ryan Allstott, Licensing Supervisor  
Mike Paschall, HVAC Supervisor  
Erin Einarsson, Board Support Spr.

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

Laurie Spencer

This meeting was called to order at 9:02 AM (MT) by Chair Tom Daniels.

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

A motion was made and seconded to approve the March 3, 2025 minutes as presented. The motion carried unanimously.

#### **DIVISION BUSINESS**

**Financial Report:** Licensing Program Manager (LPM) Jessica Spoja presented the Fiscal Year 2025, Quarter 3 Financial Report.

**Oasis Licensing System Report:** LPM Spoja provided an update on the Oasis licensing system and noted that the courses, education and exam names that were changed in rule will go live on July 1, 2025. Chair Daniels asked if DOPL staff have received any feedback from the licensees and LPM Spoja replied that no comments have been received so far.

**Legislative Session Update:** LPM Spoja shared that the Zero-Based Regulation rule changes were approved by the legislature and will go into effect on July 1, 2025.

**House Bill 14:** 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Act, requires state agencies to review their titles and chapters of the Idaho Code for unnecessary, obsolete and outdated provisions and provide a report to the Legislature by September 1, 2025.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 § 54-53 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**

**Board Elections:** A motion was made and seconded to re-elect Chair Tom Daniels. The motion carried unanimously.

**License Base Report:** Licensing Supervisor Ryan Allstott provided the active licenses as of May 31, 2025 report.

**LP Dealer, Facilities Under 10,000 Gallons:** Chair Daniels noted that retail locations under 10,000 gallons do not have a Liquefied Petroleum Gas dealer on site and added that for those retail locations, the supplier is the dealer. Mike Paschall, DOPL HVAC Inspector, suggested that the dealer and supplier are linked in the OASIS licensing system so that each will receive the inspection report. EO Kirk confirmed that DOPL staff will create a ticket to fix this issue in OASIS.

**Negotiated Rulemaking: Fee Table:** A motion was made and seconded to authorize DOPL staff to initiate the administrative rulemaking process and submit for review the following rule concepts: Clarification of bulk facility licensure and adjustment of the fee table to comply with Idaho Code § 67-9402. In addition, in the event these proposals are approved, DOPL staff is authorized to work on moving these changes to the proposal stage of the rulemaking process. The motion carried unanimously.

**Public Comments:** There were no public comments.

#### **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, and Board Member Perry-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 1598426. The motion carried unanimously.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 10:35 AM.