



**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 09/16/2025**

**Board Members Present:** Tom Daniels, Chair  
Rick Harris  
Laurie Spencer

**Division Staff Present:** Amy Lorenzo, Bureau Chief  
Gus Tate, Legal Counsel  
Ryan Allstott, Lic. Supervisor  
Charlotte Kovac, Board Support Spc.

**Board Members Absent:** Alan Perry

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

**Approval of 06/03/2025 Minutes:**

A motion was made and seconded to approve the June 3, 2025 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Bureau Chief (BC) Amy Lorenzo presented the Fiscal Year 2025, Quarter 4 Financial Report. Chair Daniels requested additional information on how personnel time is calculated. BC Lorenzo will provide a breakdown at the next board meeting. BC Lorenzo noted that the proposed fee increases are not included in the current projections but will be revised if the increase is approved during the upcoming Legislative session.

**Open Meeting Law Training:** Legal Counsel Gus Tate presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Committees of Idaho.

**BOARD BUSINESS**

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

**2026 Meeting Calendar:** A motion was made and seconded to approve the following 2026 meeting dates: January 7, May 19, and September 15. The motion carried unanimously.

**License Base Report:** BC Lorenzo and Licensing Supervisor (LS) Ryan Allstott presented the License Base Report for active licenses as of September 9, 2025. BC Lorenzo added that a Notice of Violations report will be provided at the next meeting. Chair Daniels shared that with the Propane Education & Research Council Education Program's (PEP) transition to providing transcripts instead of certificates, he has received feedback from the industry that applications have been erroneously denied citing a lack of the certification. Chair Daniels expressed concern

that PEP transcripts are not being evaluated correctly by DOPL staff. LS Allstott stated that he will review the deficiency status for applications received from PEP for any errors. Board Member Rick Harris asked if staff can view a licensee's status. BC Lorenzo confirmed that staff can see active and lapsed licenses and LS Allstott commented that a report on lapsed licenses can be provided at the next meeting. BC Lorenzo suggested that with the 2-year license renewal going into effect in Fall 2025, instructions on how to change a license from active to inactive could be included in the email notifications.

**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 obtain or retain a license or registration. Roll call: Chair Tom Daniels-Aye, Board Member Rick Harris-Aye, and Board Member Laurie Spencer-Aye. The motion carried unanimously.

### **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion(s) re: Applications:** A motion was made and seconded to issue letters of deficiency regarding applications 1618271 and 1641283 and to authorize the delegation of board authority to the chairman to approve application once the referred to deficiencies are addressed and demonstrated to Division staff. The motion carried unanimously.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:46 PM.