



State of Idaho

Division of Occupational and Professional Licenses Idaho Liquefied Petroleum Gas Safety Board

BRAD LITTLE
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Administrator

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Draft Minutes of 01/07/2026

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

Division Staff Present: Amy Lorenzo, Bureau Chief
Greg Loos, Legal Counsel
Jeremy Kirk, Plumbing Prog. Manager
Mike Paschall, HVAC/LPG Prog. Sup.
Ryan Allstott, Licensing Supervisor
Charlotte Kovac, Board Support Spc.

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

Approval of 09/16/2025 Minutes:

A motion was made and seconded to approve the September 16, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Bureau Chief (BC) Amy Lorenzo presented the Fiscal Year 2026, Quarter 1 Financial Report and the 5-year cash-balance projections to the Board.

Executive Order 2025-05: BC Lorenzo reviewed [Executive Order 2025-05](#) with the Board.

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

BOARD BUSINESS

License Base Report: The License Base Report, including the total count for each license type as well as breakdowns showing newly issued, renewed, expired and lapsed licenses, was presented by Licensing Supervisor (LS) Ryan Allstott. Chair Daniels asked what the average length of time is for an application to be approved and LS Allstott noted that it can vary depending on whether the application can be approved by DOPL staff or if the application needs to be reviewed by the Chair. BC Lorenzo asked LS Allstott to review the application process and identify any efficiencies that could be created with increased delegated authority.

RMPA Transcripts: LS Allstott shared that he gathered information on the courses provided and how those correspond to licensure requirements. LS Allstott then provided DOPL Licensing staff members with instructions on how to review the Rocky Mountain Propane Association (RMPA) transcripts. Tom Clark, RMPA Executive Director, offered to provide transcript samples, including information on how the transcripts compare to the previously issued certificate, to LS Allstott for reference.

Public Comment: There were no 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, Board Member Alan Perry-Aye, and Board Member Laurie 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: Applications:

A motion was made and seconded to approve applications 1898205 and 1901116. The motion carried unanimously.

A motion was made and seconded to approve application 1766391 pending receipt of requested information. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:21 AM.