



State of Idaho

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

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Draft Minutes of 02/25/2026

Board Members	David Tully, Chair	Division Staff	Amy Lorenzo, Executive Officer
Present:	Bill Carter, Vice-Chair	Present:	Janice Beller, Legal Counsel
	Judy Van Cleave		Skip Liddle, Investigations Program Manager
	Mike LaPray		Amanda Lee, Board Support Spec.
	Garret Christoffersen		
	Rick Nay		

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

Approval of 11/19/2025 Minutes:

A motion was made and seconded to approve the November 19, 2025, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Amy Lorenzo presented the Fiscal Year 2026, Quarter 2 Financial Report.

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

BOARD BUSINESS

Legislative Update: EO Lorenzo provided an update on the 2026 Legislative Session noting that [House Bill \(HB\) 703](#), which standardizes the disciplinary framework across the boards, commissions, committees, and programs administered by the Division, is being presented this year. EO Lorenzo shared that the Building Code rule changes were introduced but did not receive approval from the House Business Committee. EO Lorenzo will continue to monitor ongoing legislative activity for any bills that may affect the Board and will notify the Board if additional meetings are needed to address potential rule changes. The Board and members of the public discussed [House Bill 585 Electrical, Plumbing, and HVAC Inspections](#) and concerns relating to inspector training.

Notice of Violation (NOV) Report: Investigations Program Manager Skip Liddle provided the Notice of Violation Report for July 1, 2025, to February 10, 2026.

License Base Report: EO Lorenzo provided the HVAC Exam Pass Rates Report for Journeymen, Specialty Journeymen, and Contractors.

HVAC Lab Hour Policy: The Board reviewed letters from the College of Southern Idaho (CSI), Lewis-Clark State College (LCSC), and the Northwest HVAC/R Association and Training Center (NHATC) detailing the breakdown of lab hours for their respective education programs.

A motion was made and seconded to approve CSI's 224 lab hours per HVAC/R Program completion proposal until the Board takes further action. The motion carried unanimously.

A motion was made and seconded to approve LCSC's 758 lab hours per Educational Lab Work for HVACR completion proposal until the Board takes further action. The motion carried unanimously.

A motion was made and seconded to approve NHATC's 324 lab hours per HVAC/R Apprenticeship Program completion proposal until the Board takes further action. The motion carried unanimously.

UL 1738 Review: Kevin West with Centrotherm Eco Systems LLC provided a presentation on the Underwriters Laboratories (UL) 1738 Standard for acceptable venting materials for HVAC purposes including excerpts from the 2018 International Fuel Gas Code and the 2027 National Fuel Gas Code.

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 consider documents relating to the fitness of an applicant to be granted a license or registration. The vote was: Chair Tully-aye; Vice-Chair Carter-aye; Board Member Van Cleave-aye; Board Member Christoffersen-aye; Board Member LaPray-aye; and Board Member Nay-aye. The motion carried unanimously.

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 grant the conditional waiver for application number 2026-001 to sit for the Journeyman's certificate of competency on the conditions that he registers as an apprentice and first obtains an Idaho HVAC contractor license. With four ayes and two nays, the motion carried.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:57 PM.