



State of Idaho

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

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Draft Minutes of 09/15/2026

Board Members	Tom Daniels, Chair	Division Staff	Amy Lorenzo, Executive Officer
Present:	Rick Harris	Present:	Janice Beller, General Counsel
	Laurie Spencer		Christian Runnalls, Board Support Specialist
	Alan Perry		

The meeting was called to order at 9:02 AM MT by Chair Daniels.

Approval of 05/19/2026 Minutes:

A motion was made and seconded to approve the May 19, 2026, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Ms. Lorenzo presented the Fiscal Year 2026, Quarter 4 Financial Report.

State Travel Policy Update: Ms. Lorenzo presented a summary of the changes incorporated into the updated Idaho State Travel Policy, which took effect on July 1, 2026.

Board Training – Open Meeting Law: Ms. Beller gave a presentation on the Open Meeting Law.

Board Training – Universal Discipline: Ms. Beller provided an overview of House Bill 703, codified at Idaho Code section 67-2616 (Universal Discipline), which became effective on July 1, 2026, including the disciplinary enforcement tools available under the statute.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to elect Tom Daniels as the Board Chair. The motion carried unanimously.

2027 Meeting Calendar: The Board scheduled the following 2027 meeting dates: January sixth, May nineteenth, and September twenty-second.

License Base Report: Ms. Lorenzo presented the July 1, 2026, to September 2, 2026, license base report.

Use of Propane Tanks as Primary Means of Storage/Definition of a Facility License: Mr. Daniels indicated that petroleum tank transports are being used for storage, bypassing licensure as transport vehicles are not regulated by the board. Mr. Harris cited an example of a transport vehicle

serving as both a delivery and storage unit, highlighting public safety risks. Ms. Lorenzo explained that using mobile entities as permanent storage isn't clearly defined in statute and there's no effective way to enforce inspection of non-fixed storage. Mr. Perry will prepare safety guidance for staff research. Ms. Beller proposed addressing safety through education and declaratory rulings of existing statutes and rules, avoiding the need for legal amendments.

NOV Delegated Authority: Ms. Lorenzo stated the Board will revisit this topic at the next board meeting.

Public Comment: Joel Emerson, Clearwater Propane, commented on the facility definition, supporting the portapack vehicle as a storage facility due to safety precautions specific to the portapack vehicle. He asked that the board clarify the definition of a facility in rules or statutes and asked for guidance on distinguishing transport from a facility. Mr. Emerson also noted food trucks require annual leak tests and asked the Board to coordinate with the fire marshal to determine the process under its jurisdiction.

EXECUTIVE SESSION

A motion was made and seconded 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 was to discuss documents relating to the fitness of a licensee to obtain a license or registration. Roll call: Chair Daniels – Aye; Board Member Harris – Aye; Board Member Perry – Aye; and Board Member 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 RESULTING FROM THE EXECUTIVE SESSION

Application: A motion was made and seconded to table application 2098183 to seek additional information from the applicant as discussed in executive session. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:26 AM.

The next meeting date is January sixth, two thousand twenty-seven.