



State of Idaho

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

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Draft Minutes of 05/14/2025

Board Members	Bill Carter, Vice-Chair	Division	Jeremy Kirk, Executive Officer
Present:	Garret Christoffersen	Staff:	Gus Tate, Legal Counsel
	Mike LaPray		Justin Touchstone, Trade Prog. Manager
	Judy Van Cleave		Amanda Lee, Board Support Specialist
	David Tully		Bryan Mulleneaux, Investigator
			Mike Paschall, HVAC Supervisor

The meeting was called to order at 9:00AM by Vice-Chair Bill Carter.

Approval of Minutes

A motion was made and seconded to approve the 10/30/2024 minutes. The motion carried.

DIVISION BUSINESS

Financial Update: Executive Officer (EO) Jeremy Kirk presented the Board's financial report which indicated that the Board had a cash balance of \$2,156,562.18 as of 04/10/2025.

Notice of Violation (NOV) Report: The NOV report was provided by EO Kirk. From November 4, 2024, to May 6, 2025, there were 47 notices of violations.

New Survey: The Division Leadership has revised the survey completed by Board Members to submit feedback on their meeting experiences.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to appoint David Tully as Board Chairman. The motion passed unanimously. A motion was made and seconded to re-elect Bill Carter as Vice-Chairman. The motion passed unanimously.

New Board Member Introduction: David Tully was welcomed as a member of the Board representing HVAC Contractors.

Code Update: Legal Counsel (LC) Gus Tate reviewed House Bill 14 and the status of the report with the Board.

A motion was made and seconded for the Board to approve Division Staff to start the investigative process into relevant changes to Idaho Code and authorized Division Staff to initiate the rulemaking process. The motion carried unanimously.

A2L Refrigerant Update: As of January 1, 2025, manufacturers of HVAC equipment are to have ceased the use of older classes of refrigerants, such as 410A, under the American Innovation and Manufacturing Act of 2020 (42 U.S.C. § 7675). Certain residential projects may have a later enforcement date depending on when the permits were originally pulled.

Equipment Installation Requirements: HVAC Supervisor (HS) Mike Paschall reviewed the equipment installation requirements.

EPA608 Discussion: While inspectors do not currently verify that Journeymen and Apprentices have an EPA 608 Certificate, individuals must have one on file to purchase refrigerant.

Review and Approve – Unlisted Woodstove: With the presenter absent, this topic was not addressed.

Flue-Gas Guidance Review: The Board will continue to approve PVC pipe usage as the manufacturer recommends, while some cities/counties have more strict requirements.

Gas-Pressure Test Standard Review: Clarification was given by the Board on how pressure tests are administered to systems with a regulator splitting a medium-pressure unit and a low-pressure unit. Pressure test tags were also discussed regarding meter installation.

Clarification of Approved Class and/or Lab Hours: Reintroducing the 2,000 on the job work hour requirement was proposed by Board Member Mike LaPray. Division staff and LC Tate will research this change, and this topic will be discussed at the next regular scheduled meeting.

Public Comment: Dennis Fox with Fox Heating & Cooling requested clarification on the reciprocal process for Journeymen from outside of Idaho. He also brought it to attention that apprentices have the choice to self-report hours. These topics will be addressed at the next regular scheduled meeting.

EXECUTIVE SESSION

A motion was made and seconded to enter Executive Session pursuant to Idaho Code § 74-206(1)(d) to consider investigative and disciplinary records related to a licensee's ability to retain a license, which is exempt from public disclosure. The vote was: Vice-Chair Carter-aye; Board Member Van Cleave-aye; Board Member LaPray-aye; Board Member Christoffersen-aye; and Board Member Tully-aye. Motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 12:58 PM.

Financial Plan Status By Fund

427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: March | Fiscal Year: 2025

Fund Code: 22908 - State Reg Fund: HVAC Board (HVC)

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr Revenue/Expenditures	2nd Qtr Revenue/Expenditures	3rd Qtr Revenue/Expenditures	4th Qtr Revenue/Expenditures	Year-to-Date Revenue/Expenditures
40 Revenue	DPLB	2010	LIC FEE FINES					
	DPLB	2010	REGULATORY LICENSE	109,476.40	62,375.00	61,202.00		233,053.40
	DPLB	2010	REGULATORY FEES	673,322.12	650,964.32	549,305.38		1,873,591.82
	DPLB	2010	EXAMINATION FEES	8,550.00	8,475.00	10,950.00		27,975.00
	DPLB	2010	FINES	1,800.00	720.00	195.00		2,715.00
	DPLB	2010	OTHER LIC PERMITS & FEES	245.00	864.43	1,084.09		2,193.52
	DPLB	2010	OTHER REVENUE	-	450.00	990.00		1,440.00
	DPLB	2010	RENT AND LEASE	1,071.71	-	-		1,071.71
	DPLB	2010	SALE OF SERV	-	17,782.65	21,825.00		39,607.65
	DPLB	2010	MOVING EXPENSE REIMBURSEMENT	-	-	16,851.01		16,851.01
40 Revenue - Summary				794,465.23	741,631.40	662,402.48	-	2,198,499.11
50 Personnel	DPLB	2010	EMPLOYEE BENEFITS	60,815.66	55,084.54	66,962.88		182,863.08
	DPLB	2010	EMPLOYEE - TEMP	2,197.27	2,153.84	-		4,351.11
	DPLB	2010	HEALTH BENEFITS	49,208.79	50,980.71	52,901.07		153,090.57
	DPLB	2010	SALARY & WAGES	270,272.40	244,756.27	296,585.62		811,614.29
50 Personnel - Summary				382,494.12	352,975.36	416,449.57	-	1,151,919.05
55 Operating	DPLB	2010	ADMIN SUPPLIES	952.21	1,231.37	748.87		2,932.45
	DPLB	2010	ADMIN SERVICES	120.99	711.22	719.68		1,551.89
	DPLB	2010	COMMUNICATION COSTS	6,532.79	5,146.92	5,505.84		17,185.55
	DPLB	2010	COMPUTER SERVICES	10,006.49	2,173.20	6,195.39		18,375.08
	DPLB	2010	COMPUTER SERVICES - OASIS	111,711.22	60,141.74	85,926.48		257,779.44
	DPLB	2010	COMPUTER SERVICES - ITS	5,371.65	5,371.65			16,114.94
	DPLB	2010	COMPUTER SUPPLIES	5.32	-	6,035.48		6,040.80
	DPLB	2010	EMPLOYEE DEVELOPMENT	30.40	138.05	4,249.77		4,418.22
	DPLB	2010	FUEL & LUBRICANTS	20,996.04	21,144.81	11,635.70		53,776.55
	DPLB	2010	GENERAL SERVICES					-
	DPLB	2010	TEMPORARY PERSONNEL	7,031.62	8,872.86	4,506.22		20,410.70
	DPLB	2010	SECURITY PATROL	838.28	915.64	841.77		2,595.69
	DPLB	2010	OTHER GENERAL SERVICES	176.80	918.89	170.61		1,266.30
	DPLB	2010	IN-STATE TRAVEL	9,195.48	12,177.50	9,263.07		30,636.05
	DPLB	2010	INSURANCE	9,743.63	-	-		9,743.63
	DPLB	2010	MISC TRAVEL & MOVING		-	766.57		766.57
	DPLB	2010	MISCELLANEOUS					-
	DPLB	2010	CREDIT CARD FEE	-	4,645.68	14,724.45		19,370.13
	DPLB	2010	GOVERNMENTAL OVERHEAD	-	8,621.32	-		8,621.32
	DPLB	2010	ADMIN RULE EXPENSE	402.00	-	-		402.00
	DPLB	2010	INVESTIGATIVE EXPENSE	17.73	12.90	19.35		49.98
	DPLB	2010	OTHER MISC EXPENDITURES	6.18	-	-		6.18
	DPLB	2010	OUT-STATE TRAVEL	191.90	506.43	231.93		930.26
	DPLB	2010	PROFESSIONAL SERVICES					-
	DPLB	2010	LEGAL FEES	76.99	44.16	30.57		151.72
	DPLB	2010	CONSULTANT-GENERAL	1,918.70	-	-		1,918.70
	DPLB	2010	RENTAL	4,239.44	(1,638.59)	1,549.06		4,149.91
	DPLB	2010	RENTAL-CHINDEN CAMPUS	9,513.55	9,513.55	9,513.55		28,540.64
	DPLB	2010	RENTAL-CdA	2,984.36	2,984.36	2,984.36		8,953.07
	DPLB	2010	REPAIR & MAINTENANCE	645.09	21,407.04	15,353.36		37,405.49
	DPLB	2010	REPAIR & MAINTENANCE - OASIS	39,430.89	-	19,715.45		59,146.34
	DPLB	2010	REPAIR & MAINTENANCE - ITS	9,831.03	9,831.03	9,831.03		29,493.10
	DPLB	2010	REPAIR SUPPLIES	127.41	1,282.73	83.77		1,493.91
	DPLB	2010	SPECIFIC SUPPLIES	452.35	116.69	365.86		934.90
	DPLB	2010	UTILITIES	180.01	204.58	373.37		757.96
55 Operating - Summary				252,730.54	176,475.72	216,713.20	-	645,919.46
70 Capital	DPLB	2010	MOTOR & NON-MOTOR EQUIP		91,131.06	-		91,131.06
70 Capital - Summary				-	91,131.06	-	-	91,131.06
Net Income (Loss)				159,240.57	121,049.26	29,239.71	-	309,529.54
Beginning Cash Balance								1,961,348.05
AP/Prepays Adjustment (Tab PP.AP)								(114,315.41)
Ending Cash Balance								2,156,562.18

Prepared by

Ada Finlayson

Approved by

Wendy Garrison

Note 1: Prepaid Expenses & AP detail is on Tab PP.AP

04/10/2025

		Pmt	Q1	Q2	Q3	Q4	Total
Prepaid	Oasis Go Live						
	7/24 Pmt	111,711.22	27,927.81	27,927.81	27,927.81	27,927.81	111,711.22
	11/24Pmt	111,711.22	27,927.81	27,927.81	27,927.81	27,927.81	111,711.22
		223,422.44	55,855.61	55,855.61	55,855.61	55,855.61	223,422.44
AP	Acceptance						
	2/25 Pmt	120,283.48	30,070.87	30,070.87	30,070.87	30,070.87	120,283.48
	Total GoLive/Accept	343,705.92	85,926.48	85,926.48	85,926.48	85,926.48	343,705.92
Prepaid	Maintance						
	7/24 Pmt	39,430.89	9,857.72	9,857.72	9,857.72	9,857.72	39,430.89
	11/24 Pmt	39,430.89	9,857.72	9,857.72	9,857.72	9,857.72	39,430.89
	Total Maintenance	78,861.78	19,715.45	19,715.45	19,715.45	19,715.45	78,861.78
Prepaid	ITS						
	Computer Services						
	7/24 Pmt	21,486.58	5,371.65	5,371.65	5,371.65	5,371.65	21,486.58
	R&M - IT						
	7/24 Pmt	39,324.13	9,831.03	9,831.03	9,831.03	9,831.03	39,324.13
Prepaid	Facilities Rent						
	Chinden	19,027.09	9,513.55	9,513.55			19,027.09
	Chinden 2nd Hal	19,027.09			9,513.55	9,513.55	19,027.10
	CdA	11,937.43	2,984.36	2,984.36	2,984.36	2,984.36	11,937.43
	Cash Adjustment	514,342.93	133,342.51	133,342.51	133,342.51		114,315.41