



State of Idaho

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

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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.