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**STATE BOARD OF HEATING, VENTILATION, AIR-CONDITIONING, AND  
REFRIGERATION CONTRACTORS  
BUSINESS MEETING MINUTES**

**Date:** June 12, 2024

**Time:** 10:30 a.m.

**Place:** The Board of HVACR Contractors meeting was held via teleconference (US +1 208-907-5480 PIN: 871 402 772#).

**Members Present:** **Michael Giangrandi, Chairman**, Master HVACR Contractor  
**Lawrence Kitching, Vice Chair**, Master HVACR Contractor  
**Dwight Needham**, Master HVACR Contractor  
**Michael Weglarz**, Master Electrician  
**Winfield “Rocky” Jones**, Master Plumber Member

**Members Absent:** **Amadou Magazi**, Master HVACR Contractor  
**David Politzer**, Consumer Member

**Staff Present:** **John Bull**, Executive Director, Mechanical Licensing Unit  
**Sloane Fried Kinstler**, Assistant Attorney General  
**LaKissha Thornton**, Administrative Officer, Mechanical Licensing Unit  
**Kimmya Crawford**, Investigator, Mechanical Licensing Unit

**Guests Present:** **Bryant Knapp**, Dept. of Mechanical Inspectors, Anne Arundel County

**Call to Order**

Vice-Chairman Kitching called the Business Meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration (“HVACR”) Contractors (“Board”) to order at 10:35 a.m.

**Approval of Minutes**

A motion was made by Mr. Jones to approve the minutes of the May 8, 2024, HVACR Board meeting without amendment or correction, seconded by Mr. Needham. The minutes were unanimously approved by the Board.

**Complaint Committee Report**

Ms. Thornton reported the findings of the Complaint Committee as follows:

<u>Closed Complaint</u>	<u>Under Investigation</u>	<u>Sent for A.G. Pre-Charge</u>	<u>Criminally Charged</u>
24-0025	23-0035	23-0014	
24-0004	24-0015	23-0058	
24-0017	24-0027	23-0060	
24-0030	24-0034	23-0060	
		23-0062	
		23-0048	
		24-0014	
		24-0016	
		24-0019	
		24-0029	

Upon a motion by Mr. Weglarz, and a second by Mr. Jones, the Board voted unanimously, by a roll call vote, to approve the Complaint Committee’s report.

At 10:41 Chairman Giangrandi joined the meeting.

**Application Review Committee**

Mr. Magazi reported that no applications had been submitted for review.

**Review of Examination Statistics and License Totals**

Director Bull reported the following PSI exam statistical summaries for the month April 2024:

	<b>Candidates Tested</b>	<b>Passed</b>	<b>Failed</b>	<b>Pass Rate %</b>
April 2024				
<b>Total</b>	55	23	32	42%

Cumulative- YTD				
<b>Total</b>	274	110	164	40%

Testing to date				
<b>Total</b>	12,637	5471	7166	43%

There are currently 21,262 active licensees.

**Correspondence**

There was no correspondence submitted.

**Old Business**

There was no Old Business to be discussed.

## **New Business**

There was no New Business to be discussed.

Executive Director Bull introduced Mr. Knapp and requested that Mr. Giangrandi allow Mr. Knapp to address the Board. After having been granted permission, Mr. Knapp thanked the Board for their time and posed questions regarding the training requirements for HVACR Inspectors. He continued stating that he would like to confirm that any training courses for inspectors that were sponsored by his office would meet the state requirements for HVACR Inspectors. Director Bull requested that Mr. Knapp email him with a description of the course materials for any training held by the AA County Inspections office to ensure that they meet the requirements.

Mr. Knapp also questioned if the Board would ever introduce specific categories for HVACR Inspectors, such as Master Inspectors, as is the case with the State Board of Plumbing. Director Bull stated that no such plan was in place at this time, but the Board could revisit the issue in the future.

Mr. Knapp then questioned what method licensees should be used to report that they have completed the required inspector training to the Board. Director Bull advised that they may send their certificates of completion with their license renewal applications. If they were unable to obtain Certificates of Completion for training, he advised that the course sponsor could provide a copy of the attendance report for the training to the Board to allow the licensee to receive credit.

## **Executive Director's Report**

Director Bull reported that the Board Administrator position for the Board of HVACR Contractors had closed and that interviews to fill the vacancy would be held soon.

Director Bull introduced Kimmya Crawford, Investigator for the Mechanical Licensing Unit. Ms. Crawford introduced herself to the Board and thanked the Board for welcoming her and said that she was happy to join the team. The Board introduced themselves to Ms. Crawford and stated that they looked forward to working with her.

Director Bull informed the Board that Mr. Sean Heeter was no longer with the Mechanical Licensing Unit and that his duties would be performed by Ms. LaKissha Thornton until a new administrator could be hired. Director Bull stated that he would provide contact information for Mr. Jones, Ms. Hunter and Ms. Thornton to the Board after the meeting.

## **Counsel's Report**

Counsel did not offer a report.

## **Chairman's Report**

The Chairman did not offer a report, however, he did request the John send him any information received from Mr. Knapp regarding his questions on inspector training.

## **Closed Session**

The Board did not convene in a Closed Session.

**Adjournment**

With no further business, upon Mr. Poltizer's Motion and Mr. Jones's second, the Board voted to adjourn the June 12, 2024, meeting of the State Board of Heating, Ventilation, Air-Conditioning, and Refrigeration Contractors at 10:59 a.m.

**Signature on File**

**July 10, 2024**

\_\_\_\_\_  
**John Bull**  
**Executive Director**

\_\_\_\_\_  
**Date**

**Signed on behalf of the Board as voted on and approved on July 10, 2024**