

**Poplar Bluff HVACR Board Meeting  
Thursday, February 25, 2021– 5:00p.m.  
City Council Chambers – 301 South 5<sup>th</sup> Street  
Poplar Bluff, Missouri 63901**

**MINUTES**

The Poplar Bluff HVACR Board held a regular meeting on Thursday, February 25, 2021, in the City Council Chambers, 301 South 5<sup>th</sup> Street, Poplar Bluff, Missouri. Vice-Chairman Tim Funke called the meeting to order promptly at 5:00 p.m. Roll call was as follows:

**ROLL CALL**

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Others Present</u></b>
Tim Funke Stacy Robinson Joe Leahy Ronald Hedrick Tony Chilton Doug Hendricks	Lester Knox Lee Miller	Irene Morse

**Advertisement of Meeting**

This meeting was advertised in the Daily American Republic on Saturday, February 20, 2021.

**Approval of January 28, 2021 Minutes**

Mr. Doug Hendricks made a motion to approve the January 28, 2021 minutes. Mr. Joe Leahy seconded the motion. With all attending Board members in favor, the motion carried unanimously.

**Disclosure of Interest**

No conflicts reported.

**New Business**

A. Request to take Class A HVACR Installer test – Stephen Kuper

Vice Chairman Tim Funke advised by looking at Mr. Kuper's application, it appears he has worked for Integrity Heating and Air in Campbell Missouri from 2012 to present and provided a copy of his Arkansas

Class B License from last year. Mr. Kuper has attested that he has worked for Integrity for 9 years. Mr. Tony Chilton advised he does not know Mr. Kuper. Ms. Irene Morse advised he attached his 2012 income tax return to show proof that he was working for them. Vice Chairman Funke asked if they require some type of certification from the employer. Mr. Joe Leahy advised the tax return shows it is a partnership. He assumes Mr. Kuper has a partner. Ms. Morse stated he would be considered self-employed. Vice Chairman Funke advised he does not see the proof that he was continuously employed there and do not see his signature on anything attesting to that from him or anyone else. Mr. Ron Hedrick advised if he is the owner then he needs to provide a letter stating he is the owner. Vice Chairman Funke advised he needs to provide a letter that he is the owner-operator of Integrity Heating and Air since 2012 to present. Mr. Ron Hedrick advised even when they were grandfathered in, they had to provide a specific timeline of employment.

*With no other discussion reported, Mr. Doug Hendricks made a motion to table Mr. Stephen Kuper's request to take the HVACR Class A license test until the board receives documentation verifying employment. Mr. Joe Leahy seconded the motion. With all attending Board members in favor, the motion carried unanimously.*

**B. Request to take Class C HVACR Installer test – Blake Yarbrough**

Vice Chairman Tim Funke advised his application shows experience from 2015 and has a HVAC Arkansas Registrant license, and has an EPA certification dating back from 1994. Vice Chairman Funke advised they all had to provide signed letters when they applied for the Poplar Bluff license. Mr. Ron Hedrick advised he provided a stack of signed documentation, and certifications. He advised they had to show years' experience and timeline, and signatures. He advised he is not seeing all that information on Mr. Yarbrough's application. Vice Chairman Funke asked if there is a checklist for information required when an applicant comes in to apply to take the test. Ms. Morse advised there is not. Ms. Morse advised Mr. Yarbrough came in personally and she suggested he provide letters from his previous employers, but she never received any additional documentation. Vice Chairman Funke advised they have approved several applicants with this type of documentation. This applicant does have a timeline as opposed to the previous applicant, but there is not a signed letter. Mr. Hedrick advised the application they approved last meeting had a full timeline and documentation. Ms. Morse advised Mr. Yarbrough was not employed with anyone for very long periods. Vice Chairman Funke advised once you start adding up the months of his employment, he is not sure they add up to 48 months. Mr. Hedrick advised he got is EPA in 1994. He stated 1994 would be the year that Mr. Yarbrough was born. Vice Chairman Funke advised that is not the date of certification, that is the date on everyone's card. Mr. Hedrick advised he would like to know when he was certified. Vice Chairman Funke advised he did provide proof of his certification.

*With no other discussion reported, Mr. Joe Leahy made a motion to table Mr. Blake Yarbrough's request to take the HVACR Class C license test until the board receives documentation verifying employment. Mr. Doug Hendricks seconded the motion. With all attending Board members in favor, the motion carried unanimously.*

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**Unfinished Business**

None Reported.

**Public Input**

None reported.

**Discussion**

Vice Chairman Tim Funke advised the city needs to provide a checklist to applicants that specifically state the board requires signed documented letters from employers or a letter from yourself if you are self-employed signed indicating experience. Mr. Ron Hedrick advised he had to produce a signed document when he took his masters.

**Adjournment**

*With no other discussion reported, Mr. Doug Hendricks made a motion for adjournment. Mr. Joe Leahy seconded the motion. With all attending Board members in favor, the Poplar Bluff HVACR Board meeting for this evening came to a close at 5:17 p.m.*

Respectfully Submitted,



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Ms. Irene Morse, Recording Secretary