



**John W. Morrison**  
Administrator

**Preston L. Doerflinger**  
Director and Secretary of Finance and Revenue

**Mary Fallin**  
Governor

**STATE OF OKLAHOMA**  
**The Office of Management and Enterprise Services**

**M I N U T E S**  
**COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS**  
September 4, 2012  
9 : 0 0 a . m .  
CONFERENCE ROOM  
FLEET MANAGEMENT  
3 2 1 N E 3 1<sup>st</sup> Street  
OKLAHOMA CITY, OK 73105-4003

**I. Determination of Quorum and call to order**

- a. Seeing a quorum present the meeting was called to order at 9:00 am by John Cook, Committee Chair.
- b. Committee members present: Charles Lawson, Craiton Cooper, Jeff Twiehaus and John Cook. Absent members were Roger Luke and Nathan Parrow.
- c. Program Administrator and Recording Secretary, Peggy Beaty, was absent as well. Terry Zuniga, Fleet Director was in attendance. Shay Mitchell, Assistant, Alt Fuels Program, took the minutes.

**II. Introduction of Guests**

- a. Guests introduced themselves as follows:  
Brad Walker, OCCC; Jason Ferguson, Chesapeake; Ronn Cupp, LP Gas; Rarchar Tortorello, NGV Assoc.; Justin Steckman, Total Fleet Solutions, Craig Maile, Career Tech

**III. Approval of August 2012 meeting minutes**

- a. August 2012 meeting minutes were presented for review.
- b. John Cook made a motion to approve the minutes for August. Craiton Cooper seconded the motion.  
(Motion carried: 4-0)

**IV. Alternative Fuel Test Report**

- a. Testing is suspended until the skill assessment can be implemented into the certification process.

**V. Administrative Report**

- a. Terry Zuniga, Director, Fleet stated the focus on today's meeting is to determine the skill based assessments and standards so certification testing can be resumed as soon as possible.

**VI. Committee Reports**

- a. N/A.

**VII. Committee Business**

John Cook indicated there is a need to review the statutes. He stated the committee is being bypassed by a lot of decisions the state is making decisions about what the administrator of the program and the committee duties and responsibilities are. Craiton Cooper stated the Committee is an advisory committee to the Department of Central Services. The duties of the committee are to advise and assist the state with this program. It was his understanding it was the state risk management division that had advised the Department of Central Services that the written test was not sufficient to test the skills of the technicians as it did not meet the requirements of the skill based assessment portion of the statutes. Therefore, the state made the decision to suspend testing

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until the issue could be resolved. This was not a committee decision. This was the state's decision based upon safety concerns.

John Cook indicated he was against the hands-on testing. It is subjective and the testing should be anonymous. Craiton Cooper stated this is not a test. It is a skill based assessment to determine the fitness of the technicians. Justin Steckman stated he believed this to be a safety pre-requisite for taking the written test.

Discussion continued regarding the components most companies would like to see in newly hired technicians. These consisted of five components:

- Defueling CNG Cylinder
- Inspection of Cylinder
- Fuel Tubing Fabrication
- Fuel System Leak Check
- Fuel System and Vehicle Inspection

Five hands-on components are up and running at OCCC per Brad Walker. Defuel, system inspection, tank inspection, line bending section. Brad stated each station should take about 30 minutes per student. John Cook indicated that would take too much time and there would need to be additional fees to cover the cost. The statutes prohibited that as they were specific. Terry Zuniga stated the current fees have not been updated in years and those fees needed to be reviewed and updated.

John Cook stated he is against the skill assessment portions and stated he thinks "we are going backwards with this" but if that's what the committee voted to do then we'll do this. I'm all for safety but we all know where this came from the guy that died in Broken Arrow was not certified. The written test would have prevented him from working on vehicles.

Justin Steckman stated, we aren't re-doing the written test. We are enhancing the process by adding a safety component. We can implement this as part of the training or making a separate test. I think it is a good thing.

Terry Zuniga stated the state intends to have this as part of the standardized curriculum and get the safety issue resolved prior to the written test. We are not denying anyone a certification. In the interim, they have to take the state approved course based upon the standards approved here today.

John Cook stated he has no problem that everything needs to be updated and tightened and how to do a cylinder inspections, leak checks, fuel lines and proper fittings. The only way you can determine if they have the skills is watch them perform.

Craig Nail, Career Technology, stated the technicians could demonstrate they can perform the five hands-on skill assessments during the three day course. They could then sit for the state written test.

Terry Zuniga, Fleet Manager, stated that as long as there was an assurance of all courses being taught to meet the agreed upon standards, she had no problem with that. The agreed upon standards are attached and made a part of these committee proceedings. (Attachment A)

John Cook made a motion to accept the agreed upon requirements for new technician certification to be applied in addition to the current written test. Motion seconded by Craiton Cooper. Motion carried 4-0.

VII. Public Comments: No additional comments were noted.

VIII. New Business  
N/A

IX. Motion to Adjourn:

a. Motion to adjourn meeting was made by Craiton Cooper. Charles Lawson seconded the motion.

Adjournment a. Meeting was adjourned at 11:25am.

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Committee of Alternative Fuels Technician Examiners

# ADDENDUM A

*"SERVICE, QUALITY, INTEGRITY"*

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## Oklahoma Alternative Fuels Technician Certification

Curriculum Standards for State Approved Training Courses

### CNG Standards

- Required Resources:**
- A. NFPA 52
  - B. Oklahoma State Statute Title 74:130
  - C. Oklahoma Administrative Code 580.55

- Five Key Standards Identified:**
- I. Cylinder Inspection
  - II. Cylinder Defueling Procedures
  - III. Fuel Tubing Fabrication
  - IV. Fuel System Leak Check
  - V. Fuel System and Vehicle Inspection

- Standard Objectives:**
- I. Cylinder Inspection
    - a. Identify cylinder types and manufacturers
    - b. Identify cylinder inspection intervals, life cycles, and expiration dates.
    - c. Inspect cylinder labels for proper manufacturer information and required by NFPA 52 data
    - d. Identify different pressure ratings used on natural gas vehicles
    - e. Identify proper disposal processes for expired cylinders and for cylinders that fail inspection

#### II. Cylinder Defueling Procedure

- a. Identify the manufacturer of a cylinder valve and the defueling process for the valve in use.
- b. Determine the location and use of the required vent off stack required by NFPA 52.
- c. Perform defueling procedures for an electronic NC cylinder valve per valve and cylinder valve and cylinder manufacturer's specifications.

#### III. Fuel Tubing Fabrication

- a. Fabricate a fuel line into the provided pattern based on the provided specifications. Fabricated line shall fit correctly into provided template.
- b. Identify the fuel tubing material required by NFPA
- c. Cut and debur fuel tubing. Explain the importance of this process.
- d. Identify the parts of a tube bender and the differences in tube bending tools.

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**Curriculum Standards for State Approved Training Courses - CNG Standards**

**IV. Fuel System Leak Check**

- a. Identify the proper tools and material used to inspect CNG systems.
- b. Tighten a supplied fuel line fitting to manufacturer's specifications and leak check that fitting using proper leak check procedures.  
  
(Note: Systems that are used for the leak check procedures shall be pressurized with no more than 100 psi shop compressed air.)

**V. Fuel System and Vehicle Inspection**

- a. Inspect fuel system and vehicle for the following as required by NFPA 52 and OAC 580.55:
  - 1. Proper labels through out the vehicle
  - 2. Cylinder installation
  - 3. PRD installation and venting
  - 4. PRD bag installation and material (as required)
  - 5. Cylinder cover and heat shield (as required)
  - 6. 1/4 turn emergency shutoff valve
  - 7. Fuel line installation and grommets
  - 8. Fuel line stress relief
- b. Inspections shall be tested using three (3) deficiencies from the above list in this section.