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**STATE OF OKLAHOMA
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
DIVISION OF CAPITAL ASSETS MANAGEMENT**

**COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS
Minutes from December 4, 2012
9:00 a.m.**

I. Determination of Quorum and call to order

- a. Seeing a quorum present, Committee Chair John Cook called the meeting to order at 9:02 a.m. Committee members in attendance were John Cook-Chair, Charles Lawson, Craiton Cooper, Roger Luke, Jeff Twiehaus and Peggy Beaty-Program Administrator and Recording Secretary.

II. Introduction of Guests

- a. Guests introduced themselves as follows:
Ronn Cupp, LP Gas; Terry Zuniga, Director, DCAM Fleet; Richard Hess, LP Gas and Marketing.

III. Approval of November 2012 meeting minutes

- a. November 2012 meeting minutes were presented for review. Charles Lawson asked about the schedules of other training centers as he was trying to get a feel for the types of schedules needed for Francis Tuttle to offer the CNG training program. Craiton Cooper stated Tulsa Tech now has a five week course, two nights per week for a total of forty hours. Peggy Beaty reported Oklahoma City Community College offered their course during four full 8-hour days. She anticipated Autry Technology Center in Enid offering a course at night but she would have to check on that to be certain. John Cook asked about the LP test. He stated he was under the impression that once the test was updated, it would be available for testing. Richard Hess questioned Peggy Beaty, Program Administrator why the test had not been available prior to today. He stated it was his understanding that the test would be available last week. Ms. Beaty responded that the skill assessments were based upon Craiton Cooper's schedule since that had been agreed upon during the last meeting the LP test would be updated and Craiton Cooper would administer the skill assessment portion of the test. Richard wanted an explanation of how these decisions are being made. Peggy Beaty stated this subject had been discussed at length during the last committee meeting in November. The LP test was being administered as of today and the process is moving forward. Craiton Cooper stated that there was still the skill assessment that had to be administered and he was working with Kevin Froman of Froman Propane in Claremore to set up testing stations that could be used to test Froman's technicians since there is no approved course available for LP Gas. He would be driving to Claremore after the meeting today to get this accomplished. Jeff Twiehaus stated that there was still the matter of education/experience the technicians would be subject to just like the CNG test requirements.
- b. Charles Lawson made the motion to approve the minutes for November. Craiton Cooper seconded the motion. (Motion carried: 5-0)

IV. Alternative Fuel Test Report

- a. 18-CNG tests administered. 17-Pass; 1-Fail

V. Administrative Report

- a. Committee appointment deficiencies-Still missing two EV appointments. Peggy Beaty reported she has made calls to most all the EV licensed technicians in Oklahoma. She is awaiting return phone calls from two EV technicians who may be interested.
- b. Searchable database is not up as there has been no time to learn the software. Goal during the month of December is to get the database operational for searching capabilities to locate certified technicians and companies.
- c. Paula Cowart and Steve Rush, LP Gas, assisted in validating the LP certification test. Version 1.0 and 1.2 have now been revised for committee review.

AGENDA
COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS
December 4, 2012
9:00 a.m.
Continued

I. Committee Reports

- a. Charles Lawson indicated some progress had been made on the compressor technician curriculum/test update. Charles would initiate contact between Francis Tuttle and program administration to contact industry leaders in formulating the curriculum and testing standards.

II. Committee Business

- a. Peggy Beaty asked for a clarification in the experience requirement on the application. She was receiving letters of every description to address the experience factor. John Cook stated there needed to be something added to address the collision aspects since body shops would become more involved as more alternative fuels vehicles were placed into service. Craiton Cooper suggested an addition of a statement allowing the committee to review additional education/experience qualifications. Jeff Twiehaus stated that these technicians needed to be capable of repairing a CNG system or they would just do the body work and send the vehicle to someone that was qualified. John agreed. Jeff stated he agreed with Craiton that a qualifying statement to allow the committee to review additional experience/education experience on a case-by-case basis should be added to the application. On the application to test instructions, under "Testing Day" 3b, the statement "or equivalent approved by the committee" was added. Craiton Cooper made a motion that this phrase be added as described above. Roger Luke seconded the motion. Vote 5-0 in favor of adding the phrase.
- b. The proposed schedule for 2013 committee meetings was presented to the Committee for review. The only conflict with holidays in the first Tuesday of each month falls on January 1, 2013. The Committee determined the best day to have the meeting for January would be the 8th. The approved meeting times and dates would appear on the Secretary of State's online website as soon as possible. Jeff Twiehaus made the motion to accept the first Tuesday of each month with the exception of January 2013 meeting which would be moved to the second Tuesday to avoid conflict with New Year's Day holiday. Craiton Cooper seconded the motion. Vote 5-0 in favor of the approved meeting schedule.
- c. The Committee reviewed the changes made by Paula Cowart and Steve Rush, LP Gas to the LP test. Charles Lawson questioned as to whether any new items were added as requested by Terry Zuniga, Director, OMES Fleet Division. Peggy Beaty stated that a few questions were substituted to replace some of the old questions and this would be a work-in-progress. Craiton Cooper indicated he would be administering the LP test to Froman Propane along with assessing their skill assessments, providing the rubric to Kevin Froman for future self-administered skill assessment of Froman employees. Roger Luke indicated he would need to do the same for Link Technologies and possibly there is a company out of Calvin, Oklahoma that wanted to be certified as well. This will be the method of assessing technician skills and validating education/experience until such time there is an actual LP "state approved" course. Jeff Twiehaus made a motion to accept this process of certification of LP technicians until a curriculum could be developed based upon the standards determined by the Committee, members of the LP gas industry and John Day, Career Technologies. Roger Luke seconded the motion. Vote 5-0 in favor.

III. Public Comment

IV. New Business

N/A

V. Motion to Adjourn

- a. Motion to adjourn meeting was made by Roger Luke. Jeff Twiehaus seconded the motion. Vote 5-0 in favor.

VI. Adjournment

- a. Meeting was adjourned at 10:06am.

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