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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 February 5, 2013
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 9:09 a.m. Committee members in attendance were John Cook-Chair, Charles Lawson, Craiton Cooper, Roger Luke, Jeff Twiehaus will be a few minutes late. Peggy Beaty-Program Administrator and Recording Secretary was present. Meeting minutes are being recorded via electronic device.

II. Introduction of Guests

- a. Guests introduced themselves as follows:
Brad Walker, OCCC; Ronn Cupp, LP Gas. Mr. Richard Hess, LP Gas Market and Research came after the meeting started. Chad Kissinger, OEM and Nathan Parrow, Oklahoma Robotics arrived after the meeting started.

III. Approval of January 2013 meeting minutes

- a. Jeff Twiehaus arrived to the meeting. January 2013 meeting minutes were presented for review. Craiton Cooper made the motion to approve the minutes for January. Roger Luke seconded the motion. (Motion carried: 5-0)

IV. Alternative Fuel Test Report

- a. Peggy Beaty stated that Shay Mitchell has taken over all aspects of the licensing and inputting information into the conversion report database. She has taken over these responsibilities and is an enormous help in relieving the program administrator of some of the administrative duties.
- b. January CNG Tests
Exact numbers were not available but there were two different classes that administered the course and the test that followed.

V. Administrative Report

- a. 439 CNG 66-LPG 9-EV 50 companies 41-CNG 8 LPG 1-CNG-LPG (564 total)
- b. Anthony Littlefield-He will wait until his one year experience in February 2013 as approved by the Committee.
- c. David Payne-He agreed to provide tax returns for 2010 and 2012 as approved by the Committee.
- d. Gene Langley-Documents submitted was approved as acceptable by the Committee.
- e. Searchable database for technician/company searches is finished and fully functional.
- f. LPG Standards and Curriculum-Brad Walker reported right now it's a slow process but working Paula Cowart, Richard Hess and Ken Green to develop the curriculum. Could be up and running by summer 2013. The standards need to be finalized prior to the development of the curriculum and will be brought to the Committee for stamp of approval.
- g. Compressor Technician meeting on January 10th went very well and that process is on fire. Moving forward quickly. Roy Achemire stopped by the office since he wouldn't be able to attend the meeting on February 7th. Roy also took a tour of a compressor station and is of the opinion that there should be two certifications for compressor maintenance. There could also be more than one CNG certification under this same thought process. There are a lot of details that need to be worked out but this is something that could work. Legal is involved and this will be an ongoing process as details become available.

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- h. Searchable database for conversion reports. There have been some complaints about the inability to locate the conversion technician if a vehicle comes into a shop that was not converted by that shop. A meeting with IT and Peggy Beaty this next week should reveal the possibility of an active searchable database. John Cook indicated there was a problem with requiring the conversion reports since there was no form available. Peggy Beaty indicated that there was an expectation to have all conversions reported since the form was available in May 2012. It would be nice if everyone would be cooperative in getting all the information reported but it is mandatory that from May 2012 to present, all conversions are to be reported.
- i. Luke Brothers had an article in a trade magazine and Roger Luke gave a little history of the Luke Brothers Propane Company that has been in business beginning their fiftieth year. The business was started by Roger Luke's father.
- j. Invitation from Chesapeake "Lunch and Learn" invitation handed out to everyone in the room. Chad Kissinger indicated it's a "CNG in a box" and an overall update of where Chesapeake is right now.
- k. Misconduct complaint form-Created and posted on the Alt Fuels website to give an opportunity to allow people to print off, fill it out and mail it in anonymously. Chad indicated most guys aren't familiar with the forms or where to send the forms. He suggested sending out a mass email to all technicians to remind them of the stickers, labels, reports, etc that is required of them to remain in compliance. Peggy Beaty indicated there is a letter going out to automotive dealerships and body shop owners to remind them of the conversion reports and licensing requirements. We are also working with OMES IT to get the searchable database up wherein technicians can search conversion reports to determine information about a specific conversion.

VI. Committee Reports

- a. N/A

VII. Committee Business

- a. Review Technician experience letter documentation:

Craiton Cooper had two techs start his Tulsa Tech class tonight.

- Spencer Prather-American Airlines-He didn't submit a letter or A&P certification documents. John stated that an A&P is a whole lot more intense training than what we require. Does he have the ability to work safely around equipment?
- Tony Kendall, A&P certified and a letter from American Airlines with 15 years experience.

Jeff Twiehaus wanted to know how long the A&P certification is good for? John stated he thought it was two or three years and he had no problem with the A&P certification since the purpose of the experience was to ensure they had the mechanical skills. Jeff stated that was correct but if they hadn't submitted the actual documentation, then the Committee needed to be consistent in what they accepted as acceptable documentation. It would be better if Peggy had an actual certification document on file so everyone is treated equally. John Cook made the motion to accept these two technician's work experience as submitted. Roger Luke seconded the motion. Motion passed (5-0)

- b. Searchable database is up. Brad Walker asked if there is a way to search by name and Peggy Beaty indicated there were several filters and one such filter did allow you to search by name.
- c. Peggy Beaty stated there was a change in the wording from the January's meeting that was supposed to be added under "b" on the technician certification application form. The wording was to change "b" to read "One year documented experience in automotive or heavy truck repair and/or maintenance or equivalent experience/certification as approved by the Oklahoma Alternative Fuels Committee. Peggy will follow up with Maureen Banta (the form liaison with OMES) to find out when that update will be uploaded to the website. John made the motion to accept. Roger Luke seconded the motion. Motion carried (5-0).
- d. Peggy Beaty indicated she had received an email from John Cook stating the skill assessments of fuel line fabrication and stress relief in high pressure fuel line approved by the Committee didn't meet standards set by NFPA 52. John Cook stated that testing a system for leaks with 100 psi pressure does not meet the NFPA 52 standards. A lengthy discussion ensued and the Committee ultimately determined that a mock system of testing leaks at 100psi was adequate for testing the process in a lab environment. Charles Lawson stated we need to leave language as it is.
- e. Renewal changes. Two key items involving the recertification retesting requirement after Oct 1st and retesting requirement every three years. Discussion indicated perhaps there needed to be a change to

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require some type of continuing education instead of the retesting requirements. Craiton Cooper indicated there should be some updates in education/training with each NFPA 52/58 update.

- f. 90 day requirement. The problem of administering the test to students and have them find a job after graduation within the 90 days is hard to overcome. It was suggested by members of the Committee to extend that time in the rules to 180 days. Peggy Beaty indicated she would notate that and update that in a draft of the rules for the next Committee meeting to review and vote on. Then it would need to go through the State's Rule making system for final approval.
- g. Late Fees. Peggy Beaty indicated that some technicians were dragging their feet at renewals now that the temporary suspension of re-testing was in place. She asked Committee members how they felt about raising the late fees to \$20.00 or \$25.00. John Cook stated he was against it. Charles stated it's already \$10 so he didn't have a problem raising it a little. Craiton stated he didn't think that would be a problem. Jeff stated some may want to wait for two years so there has to be something to keep them dragging it out. \$10-\$25 isn't anything if they are actually in the business. Craiton indicated we were planning to eliminate the re-testing requirement at a cost of \$50.00 so a small increase wouldn't be unreasonable.
- h. Suspension status vs. Inactive status. Jeff stated that if a technician does not renew his license within the thirty day limit, they would have to pay the late fee. If the technician knew they were not going to be performing conversions/repair/maintenance on an alt fuel vehicle, they would need to submit some type of letter or form to the Committee as to why they weren't renewing their license. Craiton suggested that we could have an inactive license status that a technician could request his license be put in "inactive" status as he may be between jobs. Peggy Beaty indicated this is a simple process within the database. Any fees would have to be paid to reinstate the license. Jeff stated the whole issue is the liability and the documentation as to whether it should be proactive. We should have an option on the website for technicians to notify DCS their intention of reinstating their license. Any continuing education/updates of NFPA standards would require some sort of action on the technician's part instead of just paying a \$25.00 late fee. Inactive status-send letter to Committee to request their license be put in inactive status until further notice. Suspension status is when a technician failed to renew appropriately and those would go to the Hearing Board. The benefit of putting a license into inactive status would be not to have to pay the late fees upon renewal. Peggy Beaty will bring this up to OMES Fleet Management for discussion.
- i. Charles Lawson indicated there was a need to have just the skill assessments without having to go through a course. Craiton stated he thinks that would be reasonable not to have someone go through a course when they have enough experience they could be teaching the course. Brad Walker indicated that wouldn't be a problem that he could see with OCCC. The school could assess a separate charge for the skill assessment. The end goal is to verify the technicians can demonstrate they are capable of performing the five skill assessments based on the state curriculum standards. A document of some type verifying successful completion of the five skill assessments would be sent to Alt Fuels Administration along with the technician's application. John Cook made the motion to make this change to allow a skill assessment to be administered outside of the state approved courses. Charles Lawson seconded the motion. Motion carried 5-0.

VIII. Public Comment

N/A

IX. New Business

John Cook stated he has a new class offered through Metro Tech and wanted to know if he needs to go through the whole course requirement to get this approved. Craiton Cooper stated he thought it was DCS' intent to approve the course. Peggy Beaty stated that was correct-as long as the course adhered to the approved curriculum standards it could be added to the approved course list. We need the enrollment information for the course to add to the website.

X. Motion to Adjourn

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

XI. Adjournment

- a. Meeting was adjourned at 11:10.

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