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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 April 2, 2013
9:00 a.m.**

I. Determination of Quorum and call to order

- Seeing a quorum present, Acting Committee Chair Jeff Twiehaus called the meeting to order at 9:15 a.m. Committee members in attendance were Charles Lawson, Craiton Cooper, Roger Luke, and Frank Stapp. Peggy Beaty-Program Administrator and Recording Secretary present. Meeting minutes are being recorded via electronic device.

II. Introduction of Guests

- Guests introduced themselves as follows:
Brad Walker, OCCC; Craig Wright, CNG Interstate and Richard Hess, Oklahoma Propane Gas Association

III. Approval of March 2013 meeting minutes

- March 2013 meeting minutes were presented for review. Jeff made a motion to accept the March 5th meeting. Charles Lawson seconded. Motion passed 5-0.

IV. Alternative Fuel Test Report

- Shay Mitchell, Administrative Assistant to the Program reported the March tests.
 - OCCC- Two classes were held with a total of 10 technicians. 10-Passed. Still waiting on the tests March 28th class results from OCCC.
 - Tulsa Tech held one class with 11 technicians. 11-Passed.
 - Gene Autry Tech-Enid held one class with 3 technicians. 3-Passed
 - LPG skill assessments proctored by Roger Luke - 2 passed. 2 Passed follow-up LPG written test.
 - LPG skill assessments proctored by Jeff Twiehaus, assisted by Brad Walker @ OCCC 4 passed. 1 Passed and 3 Failed follow-up LPG written test. Total of 30 technicians.

V. Administrative Report (As of 4-1-2013)

- 490 CNG 74-LPG 9-EV 60 companies 51-CNG 8 LPG 1-CNG-LPG
Added 8 new companies so we still have 20 to go and letters went out last week to get that information in.
- Peggy Beaty introduced Frank Stapp. Frank indicated he has been in propane field at OLG for five years, CNG and LPG certified. Mr. Luke indicated Mr. Stapp had presented a great presentation a Green Fuel seminar at an all day seminar in Oklahoma City last year. Mr. Luke said he did a real good job with that presentation. Committee members welcomed Frank to the Committee.
- Danny Ware- Francis Tuttle, Terry McBride- Great Plains Gas, Leo Van Delft -Tulsa Tech, Tom Sewell- Tulsa Gas Tech and others have been working on the compressor technician standards and test since about December/January and we hope to have the test for Level One which is regular maintenance (oil checks, system checks and daily light maintenance for compressor technician ready soon. Francis Tuttle is working on getting a mock compressor system set up for skill assessments. There is already a test with one hundred questions so there will be some room to discard as needed. The round table attendees should be finished with the standards and certification process to present to the Committee at the May 7th meeting.

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- Tom Sewell is also helping with Level Two along with Roy Achemire –OSU-Okmulgee and Leo Van Delft from Tulsa Technology Center. We hope to have Level Two ready to go by end of June or first of July 2013 there should be a Level Two up and running. We are focusing on safety based upon industry recommendations while trying not to be so regulatory as to prohibit qualified people for
- 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. IT indicated this is do-able and Administration is working to get this worked out with IT. The database is being maintained daily so once the approval and technical aspect has been worked out, the database should be operational soon after that date. There are 674 conversion reports in the system. Sent out an email to remind everyone that the reports need to be completed and turned in. The letter went to everyone and if they had a question, they could call in and get clarification.
- Technician searchable database is being updated to reflect CNG and LPG, EV icons instead of all being behind dots you have to open to determine what type of technician this represents.
- OMES has a new director Michelle Day, formerly Acting State Auditor and Inspectors Office and Acting Secretary of State. Also, Mike Starchman is Deputy Director and Peggy Beaty's former boss at State Auditor's office. He is a great guy and Michelle is awesome also. Ms. Beaty stated she is really excited about the news.
- Rules were handed out. Some of the definitions of the rules don't line up with the definitions in the statutes. We might need to take time each committee meeting to review a section at a time. We also need to work on updating the statutes since they are over twenty years old with no major updates. Peggy Beaty stated she would have sent the changes of the Rules to the Committee before the meeting to review but she just received the attachment via email this morning. It was noted that any additions are underlined and any strike outs reference language removed. The Rules have been approved by Michelle Day approved them yesterday so now they go through legal and then over to the Capitol for further review. Once they pass that scrutiny, they go to the Governor's staff for more review. Jeff Twiehaus asked if the rules would be approved. Peggy Beaty stated these rules were approved by Director Day yesterday.
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Item (a)
 1. -Previous Version: "Upon receipt of an application for a certificate, the Administrator schedules the applicant for an examination. we shall schedule ADDED required documentation."

Revised Version: "Upon receipt of an application for a certificate, required documentation, and appropriate fees, the Administrator shall schedule the applicant for an examination."
 2. Removed "Questions shall be multiple choice because of duplication in language repeated in next sentence.
 11. If you failed to pass the test the first time, the waiting period was 30 days. If you failed to pass the test the second time, it was a 90 day waiting period and as we discussed, that seems excessive especially for someone depending on certification for their livelihood. The change to 45 days was approved by OMES.
 14. Approved for change from 90 days to 180 days.
 15. Same applies as with #14.

We still have work to do for the students taking the course but that will give us time for next year's OAC Rule agenda.

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Item (a)
 - OMES Risk Management requested an insurance liability requirement minimum of \$1M. It was suggested to take smaller steps and go with \$300K. Risk also recommended change in the liability requirement language to "Commercial and general garage keepers liability

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insurance endorsements.” Peggy Beaty indicated she was not familiar with the differences between these two types of insurance but she would get with OMES Risk and ask for clarification. Craiton Cooper stated the statutes indicate the minimum is \$50K so can we change that. Peggy Beaty stated it was her understanding we can go up but we can’t go down because of the minimum wording. She will follow up with Risk and Legal to ensure this was not an oversight on OMES’ part.

- Charles Lawson asked about the insurance which is Commercial General and Garage Keepers? Ms. Beaty responded yes. She wasn’t completely clear about the differences but she will clarify with Risk and report back. Most of the converting companies she spoke with trying to get an estimate for the average premium, these shops have much more coverage than required so this should not be a burden to commercial entities.
 - Charles Lawson asked if there are any age requirements for an alternative fuels technician to become certified. Peggy Beaty stated there is no age requirement at this time. Peggy Beaty asked Charles Lawson if he thought there should be. He said he had students anywhere from 16 years to adult so he was wondering.
 - Proof of self insurance. Risk stated this should be taken out of the Rules. There should not be provision wherein a company can write a letter proclaiming them “self-insured.” There’s a whole process involved in that regarding financials, etc. The self-insurance option needs to be limited to municipalities, counties or government entities.
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Item (a-h)
 - Guidelines for Certificate Renewal: This was updated to clarify the vague references and dates. Legal was supposed to take out re-test every three years but somewhere that was missed. However, we have time to get that out for next year. The re-testing for recertification past the renewal deadline was also to be removed but that was missed as well apparently. That was a major issue so Beaty stated she would check with Legal and what could be done at this point. If it is too late for this year’s update, she would request another testing exemption for September 2013 renewals. Jeff Twiehaus stated that was a big item since there was an intended requirement of annual continuing education requirement to replace the testing requirement. Beaty stated she would check on that and see what can be done this year to rectify this issue. There was a waiver from the re-testing for recertification last year so in a worst case scenario, we could ask for that again if necessary.
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Item (a-c)
 - Standards for equipment and fill stations were requested to be stricken since this program has no authority over the fill stations. The Corporation Commission will have that authority if HB 1718 passes.
 - (a) Clarified language on LPG to include vehicular fuel system.
 - (c) Was struck out because of this program doesn’t have the oversight for fill stations.
 - Strikeouts are addressing improper cites.
 - Charles Lawson asked why the late fees didn’t change. Beaty reported there was a conflict with the statues that state the specific late fee amount so until that is changed, the fees have to remain as is. Also, there is a moratorium on fees so right now we can’t change fees until 2015. Ms. Beaty stated she had requested money for the program to hire one full time inspector. She reported she is confident she can keep one full time person busy inspecting around the entire state.

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VI. Committee Reports

- Charles Lawson was to report on NFPA 52 2013 vs. 2010 but he did not get his copy until just a few days ago. Jeff Twiehaus indicated maybe all the Committee members could take a portion and go from there. Craiton indicated he could help as well.

VII. Committee Business

Review of J. Sneed and S. Sneed qualifying documentation for certification. These two gentlemen took John Cook's class. They want their experience reviewed and approved.

Charles Lawson stated the documentation shows HVAC experience. Peggy Beaty stated that was correct and they may have some experience in pipelines but that has not been documented. Beaty asked for a letter from the Sneeds since they stated they have past experience in automotive LPG systems in commercial vehicles but he reported that was a long time ago and he could not provide verification of that experience.

Charles Lawson asked for a copy of the certification experience requirements. Peggy Beaty provided the Committee with a copy of the requirements for review.

Craiton Cooper noted that the mechanical license submitted for Committee review is for construction and not automotive mechanical. The experience needs to be transportation related. This experience shows housing and building mechanical contractor experience.

Jeff Twiehaus asked if these gentlemen provided documented experience. Charles Lawson stated based upon what was submitted to the Committee these gentlemen don't qualify based upon current automotive experience required for certification. They need to provide the Committee with documented experience and what is acceptable for that is automotive/vehicle type experience. Ms. Beaty stated the gentlemen stated they had the experience but so far has failed to supply the acceptable documentation of automotive experience. Craiton Cooper stated they need to provide experience of automotive mechanical experience. Beaty asked if they can provide a letter then they should be approved. Jeff asked Mr. Luke if that was agreeable. Mr. Luke stated yes if the gentlemen could provide a letter showing past mechanical experience since he did state he performed LPG conversions on vehicles.

Committee review of committee appointments - Beaty stated she had intended to provide the Committee the timelines of the current terms of members since everyone is on a five year track but due to unexpected family matters, she did not get that timeline finished. This is not an item that needs immediate attention so we can put this on the May agenda. The Committee doesn't want all the experience to leave at the same time. Craiton stated this is because everyone was appointed for five year terms. Beaty stated that is correct. The non-compliance with statutes came when the current committee members were appointed at the same time for the same five year terms. What we can do is update the appointment letters and then reappoint to regain the statute intended staggered term appointments.

Jeff Twiehaus asked if the Committee needed to discuss "C" or wait until May. Beaty replied it's up to the Committee as this was a suggestion to help the Committee obtain some variety in leadership and give everyone a chance to serve. The committee would vote for a new Chair to service for a two year term. Craiton stated he thought that would be good thing to rotate that through. A term had not been established when the former Chair left and John was nominated. Jeff made the motion to establish a two year term for the Committee Chair position. Charles Lawson seconded the motion. Motion carried 5-0. Roger Luke asked if the two years is from now or two years from when John was voted Chair. Beaty stated that would be two years from when he took the Chair position and Craiton Cooper stated that the Committee would vote a new chair this fall. Beaty indicated she thought that would be in October.

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Public Comment

Jeff asked for Public Comment. Roger Luke asked Brad Walker from OCCC how long the LPG course is going to be for certification. Craiton stated they don't have a technician course. Brad stated he met with College pres at OCCC and received his blessing to move forward. This would be for people already in the field since it would not teach them the mechanics but more of a refresher course that would last three days and help prepare them for state certification at an alternative fuel technician. Mr. Luke asked when that would be ready for student registration. Mr. Walker stated he hoped late summer. Mr. Walker stated that there is an increase in interest. Beaty stated that last year there were two LPG technicians certified. Already we have ten plus scheduled to test. Charles Lawson asked about the cost of LPG road fuel. Mr. Luke stated that it was \$.37 and you can waive part of that by getting a flat fee sticker of \$50 per year for the state. Mr. Hess stated he has seen it as low as \$1.29 and as high as \$1.89. Charles Lawson wanted to know where LPG fill stations are located. Mr. Luke stated anywhere there is an LPG dealer in the state you can fill your vehicle. Mr. Hess stated that he had some people willing to help get the equipment together to help the Vo-techs get the LPG courses up and running.

No other public comments.

VIII. New Business

Mr. Luke requested a correction of the minutes of March's meeting. Change the part that states "he had not been doing conversions since 1993" to read "he would not be doing conversions newer than 1996 year models." Beaty stated she would get that corrected before posting to the web.

IX. Motion to Adjourn

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

X. Adjournment

a. Meeting was adjourned at 10:09am.