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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 May 7, 2013
9:00 a.m.**

I. Prior Notice of Meeting:

- Notice of the monthly Committee meeting is posted in advance on Oklahoma's Secretary of State's website @ www.sos.ok.gov. The Agenda is posted on the State of Oklahoma Alternative Fuels website @ www.altfuels.ok.gov and in a public access area of State of Oklahoma's Fleet Management located at 317 N.E. 31st Street, Oklahoma City, Oklahoma.

II. Determination of Quorum and call to order

- Seeing a quorum present, Committee Chair John Cook called the meeting to order at 9:02 a.m. Committee members in attendance were Charles Lawson, Craiton Cooper, Roger Luke, and Frank Stapp. Jeff Twiehaus was absent. Peggy Beaty-Program Administrator and Recording Secretary was not present. Meeting minutes were recorded via electronic device under the management of Shay Mitchell, Administrative Assistant.

III. Introduction of Guests

- Guests introduced themselves as follows:
Danny Ware and Jacob Foote, Francis Tuttle Technology Center. Jim Orr and Monty Pennington, Orr Construction, Roy Achemire, OSU Okmulgee.

IV. Approval of April 2013 meeting minutes

- April 2013 meeting minutes were presented for review. Roger Luke made a motion to accept the April 2nd meeting minutes. Craiton Cooper seconded. Motion passed 5-0.

V. Alternative Fuel Test Report

- Shay Mitchell, Administrative Assistant to the Program reported the March tests.
 - OCCC- Three courses completed:
 - 4-10-13 – Pass
 - 4-19-13 7-Pass
 - 4-26-13 5 3-P 2-F
 - Gene Autry 4-23 7-P
 - Marvin CNG (CNG United) 4-26-13 7-6-F1-P
 - NGV Training Course Metro Tech 2-P

VI. Administrative Report (As of 5-1-2013)

- 520 CNG 77-LPG 9-EV 81 certified companies - 12 LPG 69 CNG
- 33 companies are turning in conversion reports. There are 870 reports in the system. Shay is making calls to companies to ensure they are in compliance if they are converting vehicles.

VII. Committee Reports

- N/A

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VIII. Committee Business

- Review of J. Sneed qualifying documentation for certification. Committee requested information from Mr. Sneed as required by the certification requirements. Shay Mitchell, Administrative Assistant will contact Mr. Sneed's former employer for the required experience documentation.
- Charles Lawson updated the Committee to changes in NFPA 52 ver-2013. There are a few changes that need to be addressed in the current tests. Craiton indicated we could put that on the June meeting agenda.

IX. New Business

Chain of custody regarding certification material

- Committee discussed best practices regarding responsibility to safeguard certification documents. It was decided that the official SOP is all documents should be from instructor to the state. John Cook made a motion to accept the SOP. Charles Lawson seconded the motion. Motion passed 5-0.
- Charles Lawson asked what the summer looked like for committee meetings since past program administrators had cancelled the August meeting for renewal preparations also last year's July meeting was cancelled. The Committee determined there would be no cancellation of meetings this summer.
- Discussion of the Compressor Technician Operator's license-Level One. Committee agreed to table the vote until June's Committee meeting to allow time for some updates.

X. Public Comment

No other public comments.

XI. Motion to Adjourn

John Cook made a motioned to adjourn. Craiton Cooper seconded.

XII. Adjournment

- a. Meeting was adjourned at 10:50am.