



State of Oklahoma
Office of Management and Enterprise Services

COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS

Minutes from June 4, 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 9:07 a.m. Committee members in attendance were Craiton Cooper, Frank Stapp and Jeff Twiehaus. Absent were Roger Luke and Charles Lawson. Peggy Beaty-Program Administrator / Recording Secretary was present. Meeting minutes were recorded via electronic device.

III. Introduction of Guests

- Guests introduced themselves as follows:
Danny Ware and Jacob Foote, Francis Tuttle Technology Center; Brad Walker and John Claybon, Oklahoma City Community College; Graham Brewer, eCapitol Reporting; Butch Jeffers, Oklahoma Corporation Commission; Sammy Page, Ray Lewis, Jose Lopez, CNG Interstate.

IV. Approval of May 2013 meeting minutes

- May 2013 meeting minutes were presented for review. Peggy Beaty indicated she had been trying to capture everything that was discussed during the meetings and put that all into the minutes. As a result the minutes were four pages or more. After researching the legal requirements to document meeting minutes, it was determined only official actions taken by committee members are needed in addition to time, date, location, prior notice, names of individual in attendance, and a quorum of voting members present. Jeff Twiehaus made a motion to accept the minutes. Craiton Cooper seconded. Motion passed 4-0.

V. Alternative Fuel Test Report and Technician Activity

- Shay Mitchell, Administrative Assistant to the Program reported the May tests.

FLEET

5-7-2013 LPG technicians tested 11/11 passed

TULSA TECH

5-7-13 7 tested/7 passed

5-27-13 3 tested/3 passed

OCCC

5-3-13 8 tested / 7 passed 1 failed (has to retake the skills assessment)

5-6-13 5 tested/ 5 passed

Total: 11- LPG
22- CNG

COMMITTED TO PUBLIC SAFETY™

MINUTES
COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS
June 4, 2013
9:00 a.m.
Continued

Update on renewals as of 6/04/2013

- | | |
|---|---------------------|
| 1. CNG technicians in the database and licenses sent out | 537 Technicians |
| 2. LPG technicians in the database and licenses sent out | 81 Technicians |
| 3. EV technicians in the database and licenses sent out | 9 Technicians |
| 4. Company Renewal in the database | <u>90 Companies</u> |
| Total: 627 Current Technicians | |
- 39 - Companies that have turned in conversion reports
957- Conversion Reports in the database

VI. Administrative Report (As of 6-3-2013)

- Review of approved changes in the O.A.C. effective July 2013. The re-testing items were not approved for removal from the rules but that was oversight of the process so we will work on getting that reviewed again and we need to start again in August so we can also update the statute since the act was created in 1991.

VII. Committee Reports

- Craiton indicated there are a few changes that need to be addressed and updated in the current CNG tests to bring it into agreement with the new NFPA 52 2013 version. Committee members present agreed to meet after the July 2nd meeting.
- LPG Standards Review-Mr. Luke and Frank were going to work on that but Mr. Luke was not present and Frank didn't have enough time so this subject will be put on the July, 2013 agenda for discussion. Brad Walker indicated OCCC would be purchasing a preferably used truck for LPG conversion for teaching purposes.

VIII. Committee Business

- Review of J. Sneed qualifying documentation for certification. Committee had previously requested information from Mr. Sneed as required by the certification requirements. An email was received but it was not signed by Mr. Sneed's supervisor nor was it on letterhead with original signature as required. Committee determined his experience is adequate if documented as the requirements indicate. No exceptions regarding appropriate documentation. Jeff Twiehaus made a motion to not accept the experience documentation as presented. Frank Stapp seconded the motion. 3-votes for. 1-vote against. Motion passed. Peggy Beaty stated she would call the business that is verifying his experience and speak with owner directly explaining what the acceptable documentation entails and determine if they are willing to provide the documentation as required.
- Compressor Operator Level One certification Process: Discussion regarding the committee ensued and included the following:
 - Five Objectives
 - Five Skill Assessments

(These documents of standards and skill assessments are a part of the minutes)

- The plan is to run a Beta test with two guys from Tulsa Gas technologies to determine if the proposed process is adequate in testing technician knowledge base and skill base for certification of Level One Compressor Operator.

The Committee discussed the question as to whether the Oklahoma certification of technicians certifies them to be a system and cylinder inspection. The Committee determined that based upon all the skill assessments and knowledge based tested covering the fuel system, Oklahoma's alternative fuel technician certification would qualify a technician to safely and knowledgeably inspect the tanks/system of an alternative fuel motor vehicle.

IX. New Business

No new business

COMMITTED TO PUBLIC SAFETY™

MINUTES
COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS
June 4, 2013
9:00 a.m.
Continued

X. Public Comment

John Claybon-RE: Overview of OCCC's efforts to realign their automotive department and to ensure the program is on the same page with other alternative fuel efforts around the state.

XI. Motion to Adjourn

John Cook made a motioned to adjourn. Craiton Cooper seconded. Motion passed 4-0.

XII. Adjournment

a. Meeting was adjourned at 10:18am.

COMMITTED TO PUBLIC SAFETY"