



State of Oklahoma  
Office of Management and Enterprise Services

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COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS

Minutes from August 6, 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](http://www.sos.ok.gov). The Agenda is posted on the State of Oklahoma Alternative Fuels website @ [www.altfuels.ok.gov](http://www.altfuels.ok.gov) and in a public access area of State of Oklahoma's Fleet Management located at 317 N.E. 31<sup>st</sup> Street, Oklahoma City, Oklahoma twenty-four hours prior to the meeting.

II. **Determination of Quorum and call to order**

- Committee Chair John Cook called the meeting to order at 9:04am and a quorum of committee members was present. Committee members in attendance were Frank Stapp, Roger Luke, Craiton Cooper, and Charles Lawson. Jeff Twiehaus was absent. Peggy Beaty-Program Administrator / Recording Secretary was present. Meeting minutes were recorded via electronic device.

III. **Introduction of Guests**

- John Van Hook, Oklahoma City Community College
- John Claybon, Oklahoma City Community College
- Toney Brackett, Oklahoma City Community College
- Danny Ware, Francis Tuttle Vo-Tech Center, Portland Campus
- Paula Cowart, Director, Safety, Training, & Ed, OK LP Gas Research, Mktg, & Safety Commission
- John Day, Technical Program Supervisor-Dept of Career and Tech Ed, Trade and Industrial Ed
- Dana Webb, Legislation Liaison, Oklahoma Mgmt and Enterprise Services
- Dedra Blackwell, Policy and Legislative Coordinator, Office of Management and Enterprise Services

IV. **Approval of June 2013 meeting minutes**

- Committee approval of June 2013 meeting minutes. Craiton Cooper made the motion to approve the minutes as presented. Roger Luke seconded the motion. All members voted for. None against. Motion passed to approve June 2013 committee meeting minutes.
- Committee reviewed July 2013 Committee meeting. No vote was required since no business was conducted during the July 2013 meeting as there was not a quorum.

V. **Alternative Fuel Test Report and Technician Activity**

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

**OSCC**

07/08/13	4 attended the course	4 tested — 4 passed
07/15/13	5 attended the course	5 tested — 5 passed
07/19/13	3 attended the course	3 tested — 3 passed
07/31/13	6 attended the course	6 tested — 6 passed

**Gene Autry**

07/11/13	4 attended the course	4 tested — 4 passed
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**Update on renewals as of 8/06/2013**

- |   |                     |
|---|---------------------|
| 1. <b>CNG</b> technicians in the database and licenses sent out | 573 Technicians     |
| 2. <b>LPG</b> technicians in the database and licenses sent out | 87 Technicians      |
| 3. <b>EV</b> technicians in the database and licenses sent out  | 9 Technicians       |
| 4. <b>Company</b> Renewal in the database                       | <u>94 Companies</u> |

Total: 763 Current Technicians

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MINUTES  
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1264 conversion reports are now in the database. Thirty-eight companies are reporting conversions.

**VI. Committee Business**

**Committee**

- **Compressor Operator-Level One test, standards, skill assessment and certification** process were reviewed and discussed. Danny Ware, FTVC was present to answer questions. He presented the final versions of the test created with the assistance of industry leaders and in conjunction with the curriculum created under the guidance of OSU-Okmulgee. This process will be used in the certification course for compressor operators-Level One.
  1. **The certification process** was reviewed and discussed. Charles Lawson made the motion to accept the certification process. Roger Luke seconded the motion. Motion passed 4-0. John Cook left the meeting at 10:35am and requested Charles Lawson act as Chair for the remainder of the meeting.
  2. **Skill Assessment Standards** were reviewed and discussed. Craiton Cooper made the motion to accept the standards as presented. Charles Lawson seconded the motion. Motion passed 4-0.
  3. **Test** was reviewed and discussed. Charles Lawson made the motion to accept the test as presented and update the test as updates in technology and NFPA 52 deemed necessary. Craiton Cooper seconded the motion. Motion passed 4-0.
- **LPG**
  1. **Skill Assessment Standards** were reviewed and discussed. Paula Cowart, Director of Safety, Training, & Ed of OK LP Gas Research, Mktg, & Safety Commission was present and answered Committee questions. Craiton Cooper made a motion to approve the LPGas Skill Assessment Standards as presented. Charles Lawson seconded the motion. Motion passed 4-0.
  2. **LPG Skill Assessments** – were reviewed and discussed. LPG Defueling Exam; Fuel Line/Hose Assembly Exam, LPG System Inspection Exam and LPG Vehicle Inspection Exam were approved without changes. The Committee required the LPG Cylinder Inspection Exam to be updated to remove the 4th item Surface Discoloration and Cracking to be removed and 7<sup>th</sup> line to correct the misspelling of the word 'bubles' to 'bubbles'. Motion made to approved the skill assessment exams by Charles Lawson. Craiton Cooper seconded the motion. Motion passed 4-0.
- **NFPA -52 Changes and update of two test versions** – Postponed until September meeting. The Committee requested time to review the changes in NFPA 52 and review the tests to determine what questions on the two versions needed to be updated. Also, Craiton Cooper recommended adding more questions to the compressed natural gas test to ensure certification validation of certified technicians be certified to also conduct tank/fuel system inspections.

**VII. Adjournment**

The meeting adjourned @ 11:24.

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