



State of Oklahoma  
Office of Management and Enterprise Services

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**COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS**

**Minutes from December 3, 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 Jeff Twiehaus called the meeting to order at 9:03am and determined a quorum of committee members was present. Committee members in attendance were Craiton Cooper, Charles Lawson and John Cook.

**III. Introduction of Guests**

- John Claybon, Oklahoma City Community College
- John Day, Career Technology Center
- Mike Starchman, Deputy Administrator-DCAM

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

- Committee approval of October 2013 meeting minutes. John Cook made the motion to approve the minutes as presented. Charles Lawson seconded the motion. Motion passed 4-0 to approve October 2013 committee meeting minutes.

**V. Alternative Fuel Administrative Reports**

- Peggy Beaty, Program Administrator reported the license clerk, Shay Mitchell, resigned her position. Ms. Beaty was currently in the process of auditing the entire licensing system. At this time she was unable to make an accurate report on renewal numbers.

**VI. Alternative Fuel Certification Testing Results**

- Peggy Beaty stated she wasn't certain how many tests had occurred during the month of November. The data sheet submitted was for the month of October.

**VII. Committee Reports**

**Committee**

- Online portal: Peggy Beaty  
The process is coming along with help from OMES programmer. It is an out-of-the-box software the state shares with other agencies that also license. It is hard to get the portal exactly like Alt Fuels programs needs. Peggy stated she is working on providing users screen shots posted on the Alternative Fuels website. By next year's renewal, all bugs should be all worked out.
- Level One testing had 100 questions provided by Francis Tuttle and industry leaders. After the questions were generated, industry leaders sent two of their technicians to take the test separately and they were polled by each question after they finished the test. The techs made scores of 83 and 85. They answered ninety-nine questions since one of the one hundred questions was not complete. Questions missed by both technicians were reviewed and eight of these questions were recommended to be removed or reworded.
- Level One Compressor Operator certification process is now open.

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**MINUTES**  
**COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS**

**December 3, 2013**

**9:00 a.m.**

Continued

- Level Two Compressor Mechanic certification process is under discussion. December 20<sup>th</sup> will be the second meeting to discuss qualifications, test questions and skill assessments. Everyone is invited.
- A lot of the current vehicle conversion technicians were certified as a vehicle tech because there was no compressor technician certification available. Peggy Beaty advised these individuals not to renew their vehicle certification if they are not involved in actual vehicle conversions. Level Two compressor mechanical certification will be available by Spring 2014.
- Charles Lawson asked about an article he saw regarding the fill stations oversight now under the Corporation Commission. Ms. Beaty stated that was correct. Last year, HB 1718 authored by Rep. Osborne provided oversight for inspections of fill stations. Since the agency inspects regular gas stations, it was decided the Corporation Commission would also inspect the compressed natural gas fill stations at the same time as the regular fuel stations.
- Committee members discussed the lack of oversight regarding vehicle conversions, cylinder inspections and technician activities. Ms. Beaty stated she has repeatedly requested one inspector and she has been repeatedly denied the position. She will keep trying to get OMES to approve the position since it is imperative to have that oversight for the safety of the public and the health of the industry.

**VIII. Committee Business**

**Committee**

- Technician experience reviewed-Committee determined the technician needed to submit the required letter from his employer on company letterhead. Peggy Beaty stated she would notify the applicant and follow-up to ensure document was received prior to certification.
- The curriculum and skill assessments for Francis Tuttle Technology Center alternative fuel program was submitted by Carol Hooper from FTTC for review and approval. Questions were presented and discussed. A motion was made by John Cook to accept the course curriculum for certification as an alternative fuel technician. Craiton Cooper seconded the motion. Vote 4-0 in favor of the motion.
- Review the statutes and rules for updates. Ms. Beaty stated the deadline for revision submission was November 15<sup>th</sup>. Since there was no Committee meeting in November, Ms. Beaty submitted last year's revisions for review by the deadline. She will keep the Committee informed as updates become available and all legislative updates can be found on the Oklahoma Legislative website. There was a revision in July 2012, a final adoption to update names and titles in July 2013. The statutes have not been changed in the last twenty years.
- NFPA52 2013 updates. Each Committee member reviewed twenty questions from the current tests and made a determination if the question needed to be updated due to NFPA 52 (2013) changes. Craiton placed all questions from both tests into a single document and compared to the CSA fuel system inspector's percentage of questions. Oklahoma's current test questions were light on the cylinder inspection questions and nothing on level damage. Proposed new questions were pulled out of the CGA manual which is where CSA based their questions. Craiton loaded the proposed questions on a flash drive and displayed on the overhead projector to review and determine percentages of questions to equal national standards. The bank of questions will be separated into two versions as required by OAC 580:55-5-8(5).
- 2014 Meeting Dates-Meet every other month: February, April, June, August, October and December of 2014. A motion was made by John Cook to accept these dates as the 2014 meeting dates for the Committee. Craiton Cooper seconded the motion. Vote 4-0 in favor of the motion.
- 2014 Hearing Board appointees approved by DCAM management. Signed letters of appointment were distributed. Charles Lawson requested to be removed from the Board. Craiton indicated the newly appointed members needed new appointment cards. A motion to accept the 2014 Board nominees was made by Charles Lawson. Craiton Cooper seconded the motion. Vote 4-0 in favor of the motion.

**IX. Adjournment**

The meeting adjourned @ 12:01pm.

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