



State of Oklahoma
Office of Management and Enterprise Services

COMMITTEE OF ALTERNATIVE FUELS TECHNICIANS EXAMINERS

**Minutes from May 6, 2014
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 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 9:06am and determined a quorum of committee members was present. Committee members in attendance were Craiton Cooper, Frank Stapp, Roger Luke, John Cook. Peggy Beaty was present to record the minutes.

III. Introduction of Guests

- John Claybon, Oklahoma City Community College
- Gary McDonald, Oklahoma LP Gas Board
- Paula Cowart, LP Gas Marketing and Research Board
- Gil Blumenthal, Tulsa Technology Center
- Jason Johnson, Technician
- Danny Ware, Francis Tuttle Technology Center

IV. Approval of December 2013 meeting minutes

- Committee approval of December 2013 meeting minutes. John Cook made the motion to approve the minutes as presented. Craiton Cooper seconded the motion. Motion passed 5-0 to approve December 2013 committee meeting minutes.

V. Alternative Fuel Administrative Reports

- Certification Renewal Report-Peggy Beaty - 828 techs total, 95 LPG 724 CNG 9 EV 35 pending. There are 122 mixed types that need to renew. Will contact one more time and try to get them to renew. At the next meeting, those will need to be suspended. 122 renew. 3 pending insurance. 6 requested to be put into suspended status due to retirement or death.
- MOU –Career Tech/OCCC online testing live. The testing facility will retain \$40.00 and remit the remaining \$10.00 to the state.
- Updated CNG equipment technician has been updated to include more focus on cylinder inspections and is now available for online testing. This certification is comparable to CSA certification.
- LP-CNG-Level One Compressor Operator online now. The goal to have Level Two Compressor Mechanic testing online is June 15th. EV needs to be updated since the material is several years past current. The Committee will have to work on that after July 1 transfer date.
- HB 3297 is projected to pass and should be signed by the Governor. Effective, July 1, 2014, the Alternative Fuel Technician Certification program will be moved to the Department of Labor.
 - Great organization
 - Whole division of inspectors
 - Licensing division
 - The Corp Commission transferred all their responsibilities to DOL also.
 - Tax credit changed from 50% tax credit to consumer to 45% consumer / 5% to this program.
- INCOG Funding Opportunities-1.5 Million Dollars, low interest loans for conversions and infrastructure.

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- Mileage reimbursement 0.565 to 0.56 for 2014. John Cook still needs his Vendor number to file travel claims

VI. Committee Reports **Committee**

- **None**

VII. Committee Business **Committee**

- Technician experience reviewed-Committee determined the technician under review did have the experience, documents and certifications to qualify for the compressed natural gas technician certification. He had already taken the course and passed the state certification test. Craiton Cooper made the motion to approve and accept his experience. Seconded by John Cook. Motion passed 5-0.
- NFPA58 updates. The Committee will need to update the LPGas test to reflect the latest version of NFPA 58. Paula Cowart, LPGas Research and Marketing Board will assist the Committee in the development and update of a current LPGas technician certification test. No date was set for the LPGas written test update.
- The new CNG test will compare with CSA certification. Members of the Committee had several meetings to update the certification test for CNG to increase the level of expertise of the cylinder inspections. Percentage ratios of each section compare to CSA Cylinder Inspector certification test. In addition to the upgrade in the CNG written test, Oklahoma requires skill assessments with cylinder inspections, to compare to CSA and nationally recognized. Talked about several times but never an official vote regarding where to draw the line for cylinder inspector. The certification prior to September 2012 was not specific to cylinder inspector information or skill assessments involving the cylinder inspections. The question was presented: "Will the technicians certified as CNG technicians prior to September 1, 2012 need to take the skill assessment and the new CSA comparable on test. Hands on needs to be the biggest portion of certification.
- Additional discussion would need to be continued with the DOL in future meetings. Review and add to ongoing testing, cylinder inspections continuing education would be preferable and incorporate this into future requirements for certification. Craiton Cooper made a motion to table the item for further discussion. Roger Luke seconded. Vote 5-0 to table for further discussion.
- Review of Level Two Compressor Mechanic-Certification qualifications, skills assessments and standards.
 - A pool of skill assessments was presented. Based upon the time constraints, it was recommended the instructor choose at least four from the skill assessment pools. The experience/education/certification are attached and incorporated into these minutes. The questions for the test will be re-worked and presented to the Committee on the June 3rd meeting for final approval. The state's approved course for Level Two Compressor Mechanic will initially be offered at Francis Tuttle Technology Center, Portland Campus, OKC. Since the requirement that all instructors be certified in the level they are teaching, this instructor will need to become certified as soon as the test is available.
 - Initially, all technicians meeting the education/training/experience will be allowed to sit for the test and take the skills assessments without taking the course. If the technician does not receive a passing score on either the written or the skill assessment, he will be required to attend the certification course prior to retaking the failed test(s). This option will be available from June 15, 2014 through December 31, 2014. After that date, all technicians will be required to take the course regardless of education/certification or experience.
- Discussion regarding requirement of 580:55-1-61-Decals and conversion reporting procedure
 - Requirement states no certified technician shall install, service, repair or modify any motor vehicle capable of operating on an alternative fuel vehicle that does not have the required decals. Committee discussed the development of a procedure to advise technicians the best practice in the event a converted alternative fuel vehicle comes into their shop for service/repair.

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- Proposed solutions:
 1. Rules need to be changed to allow technicians to document and correct prior deficiencies ensuring safe alternative fuel vehicles and identification of non-compliant shops and technicians.
 2. Develop a standard to allow technicians to address unsafe/non-compliant deficiencies until the rule can be updated

Craiton Cooper made a motion to develop a written policy for best practice to be discussed and adopted during the June committee meeting. Frank Stapp seconded the motion. Motion passed 5-0.

- Canadian Valley Votech Center Course
 - This course is taught by John Cook. He is no longer employed with the USPS Training Center and is now an automotive instructor for Canadian Valley Vo-Tech Center in Chickasha. He moved the skill assessment stations to USPS. After review of the documentation, Jeff Twiehaus commented the course should be approved with one minor correction – when performing training with the CNG cylinders, perform the inspection and cylinder defueling with the cylinder mounted in a vehicle or fixed station. John stated he is having a tank rack fabricated. Jeff moved the Committee approve the course with the provided corrections. Craiton seconded the motion. Motion passed 4-0. John Cook abstained from voting on his own course.

- **Adjournment**

The meeting adjourned @ 10:35am.

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