

MINUTES OF SPECIAL SCHEDULED PUBLIC MEETING

This special meeting of the Alternative Fuels Technicians Examiners Committee scheduled to begin at 9:00 a.m. on the 7th day of June, 2016 was convened in accordance with the Oklahoma Open Meeting Act [25 O.S., 301 et seq.]. Further, an advance public notice that was sent to the Secretary of State's Office of Administrative Rules, prior to this time today, specifying the time and place of the meeting here convened, preceded this meeting. Notice of this meeting was given at least twenty-four (24) hours prior hereto and no one filed a written request of notice of meetings of this public body to date.

PUBLIC BODY: Alternative Fuels Technicians Examiners Committee

DATE: June 7, 2016

ADDRESS: Oklahoma Department of Labor (ODOL)
3017 N Stiles Ste. 100
Oklahoma City, OK 73105

CONTACT PERSON: Ruth Neville Telephone (405) 521-6594

Agenda Item 1: *Call to Order*

The meeting was called to order at 10:10 a.m. by Jeff Twiehaus.

Agenda Item 2: *Roll Call*

Committee members present: Jeff Twiehaus, Mark Bumgarner, Mark Harris, and Ty Burnett

Members Absent: Charles Lawson, Craiton Cooper

Four voting members were present.

There is one committee member vacancy.

A quorum was present.

Oklahoma Department of Labor staff present: James Buck, Angelia Cobble, John Melson, Robert Lassiter, Nicholas Smith, Don Schooler, Daniel Mares,

Agenda Item 3: *Statement of Compliance with Oklahoma's Open Meeting Act*

The Statement of Compliance with the Open Meeting Act was read by Nicholas Smith.

Agenda Item 4: *Review/revision of Equipment Technician Exam Questions*

Jeff Twiehaus said the purpose of this meeting is to review the Technician Exam questions with a representative from CareerTech. Angelia Cobble introduced Mark Burch of CareerTech, Testing Center. Mr. Burch said he has the documents the Committee worked on last month and we will take up where we left off. Mr. Burch said we will start at question number ninety-five (95). Mr. Burch handed out a working copy of the test to each person in attendance for review. Mr. Burch instructed those in attendance to write their names on the working copy and make changes directly on the document.

Starting at question 95, the Committee and other people in attendance reviewed each question of the Compressed Natural Gas (CNG) Equipment Technician exam, line by line. The group discussed each question and answer, whether the questions were worded clearly, whether the questions had correct answers, whether the question was appropriate for this exam, definitive answers and whether the questions should be discarded. The group discussed specs, NFPA 52, and

appropriate distractors to the questions. The group completed review of the CNG exam and returned the exams to Mr. Burch. Mr. Burch distributed working copies of the Liquid Propane Gas (LPG) equipment technician exam. The group reviewed the exam, line by line and completed review of the first 24 questions on the LPG equipment technician exam. All the exams were returned to Mr. Burch at the close of the meeting. The next Special meeting to review the exam questions is scheduled for Tuesday, July 12, 2016 at 10:00 a.m.

Agenda Item 5: *Adjournment*

Jeff Twiehaus made a motion to adjourn the meeting. The motion was seconded by Mark Bumgarner.

Roll call:

Aye: Jeff Twiehaus, Mark Bumgarner, Mark Harris, Ty Burnett

No: None

Abstain: None

Meeting adjourned at 12:00 p.m.