

**Department of Professional and Occupational Regulation
CNG Vehicle Mechanics Certification Program WORKGROUP
Final MINUTES OF MEETING
June 5, 2014**

The initial meeting of the CNG Vehicle Mechanics Certification Program Workgroup met on Wednesday, June 4, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Richmond, Virginia.

The following members of the Workgroup were present:

Gerald Brink, G R T C
Chuck Kunce, A S E
Carlton Grizzard, T F C Recycling
Chris Prack, A S E
John Eader, City of Chesapeake
Hank Brown, TFC Recycling

The following members of the Education Workgroup were not present:

Bobby Vincent, City of Richmond
Alleyn Harned, Virginia Clean Cities
Chris Young, TriState Energy
Kip Kilmer, T F C Recycling

Staff present for all or part of the meeting:

Eric L. Olson, Executive Director
Mark Courtney, Senior Director Regulatory and
Public Affairs
Mindy Spruill, Regulatory Boards Administrator
Mary Broz-Vaughan, Communications Director,
Jay DeBoer, Director
Sheila Watkins, Administrative Assistant,
Compliance Specialist

Executive Director Eric Olson called the meeting to order at 10:03 a.m. He welcomed everyone to the meeting. Director DeBoer also thanked everyone for coming and shared that he looked forward to working with all.

Call To Order and Welcome

Eric Olson, Executive Director introduced himself and allowed everyone present to do the same. Each person shared a little information about themselves with the group.

Introduction of Workgroup Members

Mr. Olson reviewed the handout package with all present. **Mr. Kunce** offered a motion to approve the agenda. **Mr. Prack** seconded the motion, which was approved unanimously. Members voting "Yes" were: Kunce, Prack, Brink, Brown, Young and Eader.

Handouts and Approval of the Agenda

Mary Broz-Vaughan shared an overview of the Department of Professional and Occupational Regulation with the group. She opened the floor for questions.

Department Overview

Mr. Olson reviewed the legislation (HB 516) that created the CNG Vehicle Mechanics Certification Program and led a discussion with the group on its content.

Review of HB 516

Mr. Olson gave a presentation describing the duties and responsibilities of the members of the workgroup and the planned advisory board, including FOIA requirements. He entertained questions and discussion from the Workgroup members.

Purpose of the Workgroup

Mr. Olson gave an introductory presentation of the regulatory process. This included an update on where the initial regulations for the CNG Vehicle Mechanic Certification program currently are and an estimated time table moving forward. Mr. Olson let the group know that a NOIRA would be posted on Town Hall June 16 and that there would be a 30 day public comment period. Any public comment received will be compiled and presented to the work group at the next meeting. After the Notice of intended regulatory action is over we have 180 days to complete our next step. Mark Courtney elaborated on the town hall information to the work group members.

The Regulatory Process

The work group took a lunch break at 12:03 and resumed discussion at

Lunch Break

12:38 p.m.

The workgroup discussed the current Oklahoma licensing program for CNG mechanics as well as programs in Texas, Utah, and Colorado. This included a discussion regarding fuel tanks and the federal certification program for tank inspectors required by the Department of Labor and Industry.

Current Certification Programs Data Collection

Mr. Prack agreed to email statistics regarding the installation of conversion kits and fuel related accidents.

After reviewing the other programs and discussing other certification programs currently in place the group agreed that only one level of certification was required and that there should be a "grandfather" period in place during the initial period that the new regulations are in place.

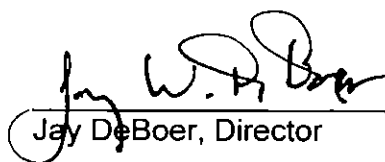
Other recommendations were made to staff including education and training, experience, and substantially equivalent examinations. These recommendations will be included in the first draft of the regulations that will be presented to the workgroup at the next meeting.

The next meeting of the Workgroup will be held on Monday, July 14, 2014.

Next Workgroup meeting

Meeting adjourned at 1:52 pm.

Adjourn


Jay DeBoer, Director

7/14/2014
Date