



# Steam Certification Board Meeting

## MEETING MINUTES

**Date & Time:** August 12, 2022, 10:06 a.m.-11:33 a.m.

**Meeting Format/Location:** Online/Zoom

**Facilitator:** Dr. Graham Malek, Interim (Chair left board before term began and Vice Chair absent.)

**Attendance:** X=Attended E=Excused U=Unknown

Board Members			Bates Administrative Staff			Guests		
X	Scott Best	U	Aaron Meisenheimer	U	Samuel Cureton	U	Sue Coffman, City of Tacoma	
E	Terry Chapin	X	Jose Miranda	X	Amelia Fortuno	U	Steve Frazier, City of Seattle	
U	Bill Haselhuhn	E	Joel Rasmussen	E	Yifan Sun	X	Cameron LaFreniere, Bates FME	
E	Christopher Jackson	X	Christian Dube					
X	Dr. Graham Malek	U	Jim Wrenn					
X	Tony McNamara							

## Call to Order

Dr. Graham Malek activated voting rights for alternate member, Christian Dube, to meet a quorum.

## Minutes from Previous Meeting

Moved, seconded, and carried: unanimous decision to approve the minutes from the June 10, 222 meeting as written.

## Standing or Committee Reports

### Boiler Exam Report

Amelia Fortuno presented the report on behalf of Samuel Cureton, Chief Boiler Examiner.

May-July 2022 Exams

- May: Had only one applicant. The exam was canceled and the examinee was rescheduled for June.
- June: One Class II and four Class IV exams were administered. One Class II and one Class IV passed.
- July: Four Class IV exams were administered and none passed.

Discussion ensued about:

- Who the current instructors are for the approved school of technology (career education program) and boiler training (continuing education) courses are at Bates and Renton Technical College.
  - Cameron LaFreniere added that he teaches his boiler classes in the afternoon through Zoom.
- What are the motivations for the examinees?
  - Job requirement, professional development and changing career fields were mentioned.
- Who paid for their class and their exam?
- What is their current job and experience with boilers?
  - Are they custodians or engineers?
  - Are they working on or near boilers consistently?



- How well did they do in their boiler class?
  - Cameron LaFreniere responded that his students need at least 75% to pass his boiler courses.
- Contributing factors that may explain the failure rate.
  - Are they bad test takers?
  - The period of time between passing the class and taking the exam.

Dr. Graham Malek suggested that the following questions be added to all exams.

- What is your motivation for taking the exam?
- How do you think you did?

Christian Dube suggested the instructors give their students a test at the beginning of their class and then at the end of the class to gauge their understanding. Cameron LaFreniere commented that he is willing to incorporate this in his courses.

Tony McNamara reminded everyone that the purpose of the Board is not to qualify applicants or to prepare them for the exam. The responsibility of this Board is to create the examinations and examination process that is appropriate and to determine whether candidates meet the minimum requirements for certification.

Tony McNamara suggested that questions be randomly pulled from existing exams and have the current boiler instructors (at Bates and Renton Technical Colleges) take it to get feedback and vet the questions. This had been done several years ago.

Tony McNamara made a motion: *To invite the boiler instructors from Bates and Renton Technical Colleges to take a new randomized version of the Class IV exam, prepared by Samuel Cureton, to provide feedback on the appropriateness of the examination of Class IV applicants.*

The motion was seconded and unanimously approved.

Action Item	Tasked	Due Date
Create a Class IV exam by randomly selecting questions from existing exam versions for current instructors to take.	Samuel Cureton	August 15, 2022
Invite the boiler instructors at Bates and Renton Technical College to take the Class IV exam and provide feedback about the appropriateness of the exam.	Amelia Fortuno	August 15, 2022

Moved, seconded, and carried: *unanimous decision to receive the quarterly boiler exam report.*

## Tabled and Unfinished Business

### Legal Representative Vacancy

Amelia Fortuno gave an update on behalf of Yifan Sun.

- She contacted the Bar Association twice and did not get a response. She also had a co-worker reach out to them too without any response.
- She found a paralegal who had a background in immigration law, which did not really match the Board’s needs.

Dr. Graham Malek will be meeting with his estate attorney in a week or two and will ask for recommendations.



Action Item	Tasked	Due Date
Reach out to legal contact for recommendations for the legal representative position.	Dr. Graham Malek	November 19, 2022

**Class Curriculum Review Committee Report (Tony McNamara)**

**Boiler Certification Exam Referenced Materials List**

Tony McNamara reached out to the rest of the Curriculum Committee member, but did not get a response. He then reached out to the boiler instructors at both Bates and Renton Technical Colleges and they submitted their list of textbooks and reference materials.

He provided a draft proposal:

- Simplified the list so there is one list that covers all classification levels.
- Includes the textbooks used at both colleges (the same books are being used).
- *Bates’ Procedure to Establish Operating Certification for Steam Boiler Operators*
- *City of Tacoma Municipal Code, Chapter 6B.60, Boilers – Engineers and Fireman Certificates*
- *Steam Certification Board Sample Test Questions for Written Steam Boiler Operator Examinations*
- *What Every Boiler Operator Should Know* (City of Seattle)
  - Need to determine if this Board should create their own document or link to the City of Seattle’s portal.

Action Item	Tasked	Due Date
Send the Board members the current referenced materials list and the Tony McNamara’s draft revisions.	Amelia Fortuno	November 19, 2022
Review documents and be prepared to decide if a document like Seattle’s <i>What Every Boiler Operator Should Know</i> needs to be created relating to Tacoma operators.	Steam Certification Board Members	November 19, 2022

**Pierce County Interest in Adopting/Recognizing Certification**

Topic tabled until Jim Wrenn, Alternate Member, can give an update.

**New Business**

**Review Membership Term Limits for Election at November Meeting**

No one is currently is on their third year of third term and all are eligible to return next year depending upon their willingness to serve.

Tony McNamara spoke with Bill Haselhuhn, who said he will be retiring at the end of the year. A replacement candidate needs to be found for his Class I Chief Operating Engineer position to complete Bill’s term (currently on second year of second term).

Discussion occurred about keeping the Legal Representative position in the Board membership. The consensus was to keep that position as part of the Board membership.



Action Item	Tasked	Due Date
Reach out to Aaron Meisenheimer about his continued participation.	Tony McNamara	November 19, 2022
Reach out to former co-workers to see if they are interested in joining the Board.	Dr. Graham Malek	November 19, 2022

## Good of the Order & Future Meeting Dates

### Bates Update (Amelia Fortuno)

- Last/late boiler certificate renewal notices were mailed out, there was less than a hundred.
- New template for all advisory board minutes and agenda will take effect for next meeting.
  - The Bates Board of Trustees wanted a standardized format that was more detailed.
  - Testing out for three months and collecting feedback.
- Faculty and students will be on summer break from August 17-September 23.
- Marcus Harvey, Dean over the Facilities Maintenance Engineering program, got a new position as the Diversity, Equity & Inclusion Officer and will be moving to HR at the Downtown Campus once his replacement is found.

Christian Dube shared that Renton Technical College is offering online Boiler Refresher classes. Six are offered in the summer and five are offered in the fall. Amelia Fortuno added that she will mail out Boiler Refresher reminders once the renewal period/45-day grace period has ended.

### Future Meeting Dates

The members present decided the next meeting will take place on November 18, 2023.

### 2023 Meeting Dates

- February 10, 2023
- May 12, 2023
- August 11, 2023

Respectfully submitted by: Amelia Fortuno