



Steam Certification Board Meeting

MEETING MINUTES

Date & Time: May 12, 2023, 10:02 a.m.-11:08 a.m.

Meeting Format/Location: Hybrid, South Campus Room A102A and Zoom

Facilitator: Aaron Meisenheimer, Chair

Attendance: X=Attended E=Excused U=Unknown

Board Members			Bates Administrative Staff		Guests		
X	Scott Best	E	Tony McNamara	E	Samuel Cureton	U	Sue Coffman, City of Tacoma
X	Terry Chapin	X	Aaron Meisenheimer	X	Amelia Fortuno	U	Steve Frazier, City of Seattle
X	Jeff Frazier	X	Jose Miranda	E	Yifan Sun	X	Andrea Major, W.W.S.E.T.T.
X	Christopher Jackson	X	Joel Rasmussen			X	Dan Merritt, CH ₂ O
E	Cameron LaFreniere	X	Jim Wrenn				
X	Dr. Graham Malek						

Call to Order

Introductions were made for guests.

Minutes from Previous Meeting

Moved, seconded, and carried: *unanimous decision to approve the minutes from the February 10, 2023 meeting as written.*

Standing or Committee Reports

Boiler Exam Report

Amelia Fortuno presented the report in Samuel Cureton's absence.

February-April 2023 Exams

- February: Two Class IV exams administered, one passed.
- March: One Class II exam administered that did not pass.
- April: One Class III exam administered that passed the written portion only. One Class IV exam administered and passed.
- There were a few people that have retaken the exam after a significant period of time since they first took the exam and boiler training.

Discussion:

- How many students are in Bates' Facilities Maintenance Engineering (FME) boiler classes and how many go on to take the certification exam.
 - The instructor, Cameron LaFreniere, was not able to attend the meeting.



- Amelia Fortuno did not have the information available, but mentioned she has been passing along more inquiries to Advising because the Continuing Education class is not currently being offered.
- High potential annual income for various occupations in the trades.
- Joel Rasmussen mentioned an organization that the City of Tacoma is involved with an called Arriva. They go into high schools and get students connected with companies/contractors to get them interested in the industry and possibly an internship. They have a center in Parkland, near Pacific Lutheran University.

Moved, seconded, and carried: *unanimous decision to receive the quarterly boiler exam report with a change on the 04/19/2023 results page. The table row listing the passing percentage and average written test score for the Class III exam was inadvertently listed in the Class II row and needs to be updated.*

Tabled and Unfinished Business

Curriculum Review Procedure Revision

At the last meeting, Tony McNamara was tasked with drafting language regarding the Boiler Refresher instructor qualifications to include having a minimum of a Class III/Grade 3 Operating Engineer certificate/license or the Steam Certification Board must review their qualifications. Amelia Fortuno presented the draft that Tony had submitted prior to the meeting for the Board to review.

Moved, seconded, and carried: *unanimous decision to approve the revision to the instructor qualifications in the Curriculum Review Procedure (section D) meeting as written.*

Oral Board Exam Review

The oral board exam topics was discussed when updating the referenced materials list for the boiler certification exam application packet. Tony McNamara was unable to locate the topics/questions, but did provide the procedures pertaining to oral examinations. He recommended either finding the old questions or Curriculum Committee be tasked with developing new questions for the exam.

Discussion:

- Whether or not the Chief Boiler Examiner should be given the authority to grant a lower level certification if the examinee does not pass the oral board.
 - What kind of documentation is needed for basing the decision.
 - How to avoid subjectivity.
 - What occurs at an oral board?
 - Are their written exam results discussed?
 - Are the questions provided to the examinee at the start of the oral board?
 - Does the oral board panel ask add-on questions or just follow-up ones?
 - The Seattle Chief Examiner does have this authority and does not have a list of questions that is to be used.



- This topic has been tabled until the Chief Examiner, Samuel Cureton, is present to answer questions.

Action Item	Tasked	Due Date
Send oral board questions to Curriculum Committee for review.	Samuel Cureton	August 11, 2023

Curriculum Review for Renton Technical College

During Renton Technical College’s curriculum review, they indicated they were getting another Boiler Refresher instructor. Amelia Fortuno mentioned that she figured out who the instructor was and that they do meet the instructor qualifications to teach the class. There had been an issue with some completion certificates that were submitted for a class and she had to reach out to Renton for verification.

New Business

Boiler Refresher Extension

Amelia Fortuno reminded the Board that the boiler certificate renewal period is coming up and requested that a short extension be granted to operators with Boiler Refresher class due date of 08/01/2023 to be able to pay for their renewal on-time.

- 223 operators still need to complete their Boiler Refresher and/or submit their proof of course completion.
- 57 operators have already submitted their proof of Boiler Refresher completion.
- 16 Boiler Refresher classes have been scheduled from January-September 2023 between Renton Technical College and Verify Training.
 - Additional classes will be offered by Renton Technically College.
 - They advertise one quarter at a time.

Action Item	Tasked	Due Date
Notify boiler operators with a Boiler Refresher due date of 08/01/23 that they have been granted an extension to be able to submit their proof of class completion through to the end of the year, 12/31/23.	Amelia Fortuno	August 11, 2023

Moved, seconded, and carried: *unanimous decision to grant boiler operators due for a Boiler Refresher class by 08/01/23 to be able to submit their proof of completion through to the end of the year, 12/31/23.*

Good of the Order & Future Meeting Dates

Bates Update (Amelia Fortuno)

- Completed their accreditation visit April 19-21.



- There were three commendations and three recommendations, an overall positive outcome.
- Displayed the new Advisory Board webpage
 - Lists members from all advisory committees
- Asked the Board members to complete a survey asking for biographical data from all advisory board members.
 - The survey includes an opt-out option.

Jose Miranda mentioned they do not have any updates about the Western Washington Stationary Engineers Training Trust hosting a Boiler Symposium in 2024, but hope to share some news at the next meeting.

Jim Wrenn plans on inviting Pierce County representatives to the next meeting.

Future Meeting Dates

2023 Meeting Dates

- August 11, 2023
- November 3 or 17, 2023 (Veterans Day is November 11, Bates closed on November 10)

2024 Meeting Dates

- February 9, 2024
- May 10, 2024
- August 9, 2024

Respectfully submitted by: Amelia Fortuno