Steam Certification Board Meeting

MEETING MINUTES

Date & Time: August 11, 2023, 10:01 a.m.-11:25 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
E	Scott Best	X	Tony McNamara	E	Samuel Cureton	
X	Terry Chapin	X	Aaron Meisenheimer	X	Amelia Fortuno	
E	Jeff Frazier	X	Jose Miranda	X	Yifan Sun	
X	Christopher Jackson	X	Joel Rasmussen			
X	Cameron LaFreniere	X	Jim Wrenn			
X	Dr. Graham Malek					

Call to Order

Introductions were made.

Minutes from Previous Meeting

Moved, seconded, and carried: *unanimous decision to approve the minutes from the May 12, 2023 meeting as written.*

Standing or Committee Reports

Boiler Exam Report

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

May-July 2023 Exams

- May: One Class II and two Class IV exams administered. One Class IV passed.
- June: One Class II and two Class IV exams administered. Two Class IVs passed.
- July: One Class I, one Class II, and one Class IV exam administered. None passed.

Discussion:

- When are the oral boards conducted?
  - Amelia Fortuno answered that Samuel Cureton, Chief Examiner, schedules them after the written exam is passed.
- What are the work experience requirements for testing and the verification process?
  - Amelia Fortuno answered that the requirements are listed in the "Boiler Certification Eligibility Criteria" document in the exam application packet. The application form has a section to list operating experience with contact information. Samuel Cureton reviews the form and verifies that applicants meet the requirements to be able to take the test.

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

Boiler Refresher Substitute Request

A boiler operator submitted a request for a two-day "Boiler Operator Training Seminar" by Cole Industrial, Inc. to be counted as their Boiler Refresher class completion. The Curriculum Committee made a recommendation to the Board to accept the substitution for this instance.

- Discussion occurred about whether the seminar covered the boiler codes/regulations and any changes requirement.
- Comparisons were made to the Washington State Boiler Inspectors Association (WSBIA) Boiler Symposium, which was approved a Boiler Refresher substitute.

Moved, seconded, and carried: *unanimous decision to accept the Curriculum Committee's recommendation to grant the individual the Boiler Refresher substitution.*

Action Item	Tasked	Due Date
Request further information from Cole Industrial, Inc. about the laws and safety component to conduct a curriculum review to be an approved course.	Tony McNamara	November 3, 2023

Further discussion:

- Should Cole Industrial, Inc. be contacted to hold their seminar at Bates.
    - Would the price point be feasible for operators needing a Boiler Refresher class?
    - How far out do they plan their schedule?
- The lack of in-person Boiler Refresher classes offered in Tacoma and the addition of being able to take the class online.

Tabled and Unfinished Business

Oral Board Exam Review

At the last meeting, Samuel Cureton was tasked with submitting the oral board questions to the Curriculum Committee for review as part of a larger discussion about whether or not to include the oral board topics in the certification exam application packet.

Samuel's email response mentioned:

- He got the questions from his predecessor, Bill Haselhuhn.
- His procedure for the oral board is:
    1. Oral board is scheduled and held at Bates.
    2. Gives the oral board examiners a list of questions for the classification level that they are testing and allows time for the examiners to select the questions.
    3. Calls the examinee into the room, introduces himself, the oral board process and introduces the other examiners.

4. Asks the examinee to introduce themselves.
5. The examinee is asked ten questions.
6. The examinee is then told to wait in the lobby area while the examiners discuss the answers given.
7. The examinee is then called back in and the results of the oral board are given.
    - 7 out of 10 is considered passing.
        - If the person is weak on something or in certain area, they are able retake the oral exam one more time after at least 30 days.

Tony McNamara looked at the questions. Each classification level (i.e. Class I, II, and III) had three versions of a test, each with 15 questions listed. They seemed to be straightforward questions that included a cite reference. Both he and Terry Chapin, also from the Curriculum Committee, said the questions are appropriate.

Tony asked Terry Chapin how the City of Seattle conducts their oral board exams. Terry responded that they do not have format with preset questions. The examiners can ask questions at their discretion. In Terry's experience, he looked at the examinee's written test and asked questions relating to the weakest areas.

After reviewing the "What Every Boiler Operator Should Know" document, there was consensus that the oral board topics do not need to be added. In the future, updates can be made or a new document created specifically about how to prepare for the oral board exam.

This topic is closed and can be removed from the agenda.

Boiler Refresher Extension

Amelia Fortuno sent out notification to the operators that needed to complete their Boiler Refresher class by 08/01/2023 that they have been granted an extension to be able to submit their proof of class completion through 12/31/2023.

Other renewal updates:

- Currently within the 45-day grace period/late renewal period, where the $25 late fee is charged.
- 145 operators have not completed the renewal process.
    - Of that, 118 operators still need to complete the Boiler Refresher.
        - 38 of these operators have paid the renewal fee and just need to submit their proof of class completion.

Aaron Meisenheimer asked Amelia if she was getting calls about people not being able to get into a class. She answered that she did not receive those calls about that many of conversations over miscommunication with attendants of the Renton Technical College Boiler Refresher. They were under the impression that the college was sending their class completion status directly to Bates, which is not the case.

New Business

Review Membership Term Limits for Election at November Meeting

- Upcoming Vacancy
    - Education Representative
        - Christopher Jackson is currently on his third year of third term.

Action Item	Tasked	Due Date
Contact Verify Training boiler instructors about upcoming board member vacancy and invite them to the next board meeting.	Amelia Fortuno	November 3, 2023
Contact Renton Technical College boiler instructors about upcoming board member vacancy and invite them to the next board meeting.	Jose Miranda	November 3, 2023

November Meeting Date

Moved, seconded, and carried: *unanimous decision to move the next meeting date to November 3, 2023 because of the Veterans Day holiday.*

Good of the Order & Future Meeting Dates

Cameron LaFreniere, Bates Facilities Maintenance Engineering Instructor, mentioned that his students are saying that the City of Seattle's test is easier and that they are applying there. He wanted to know why that is. He has not taken the Seattle test and is interested in doing so to compare.

- A few members mentioned that they got their Seattle license decades ago and that the format involved essay questions and diagrams.
- Terry Chapin added that Seattle's test format did change to the multiple-choice format and whether or not it was easier is subjective.
- The Seattle jurisdiction is larger and they can use reciprocity to get the Bates certification if they need to work in the Tacoma area.

Cameron also suggested that the Board submit a letter of need to Bates wanting them to offer the Boiler Refresher class. Amelia Fortuno added that it should go to Yifan Sun, Dean over the program, since she would need to hire a new instructor. Terry Chapin gave his resignation at the November 2022 board meeting.

Future Meeting Dates

2023 Meeting Dates

- November 3, 2023 (Veterans Day is November 11, Bates is closed on November 10.)

2024 Meeting Dates

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

Respectfully submitted by: Amelia Fortuno