

**MINUTES**  
**SC Liquefied Petroleum Gas Board**  
**February 2, 2018, Committee Meeting**  
**Kingstree Building, Room 202-03**  
**110 Centerview Drive, Columbia, SC**

**Meeting Called to Order**

Robert Freeman called the meeting to order at 1:06 p.m. Other committee members attending the meeting included: John A. Irick, Board member; Corky Clark, Executive Director of the SC Propane Gas Association, Nathan Ellis, Assistant State Fire Marshal; Shawn Stickle, Chief Deputy State Fire Marshal; Dylan Sitterle, LLR Policy Analyst; Molly Price, Board Administrator; Meredith Buttler, Program Coordinator; and Mary League, Advice Counsel. Hardwick Stuart was unable to attend the meeting, Mary attended on his behalf.

**Public Notice**

Mr. Freeman announced that public notice of this meeting was properly posted at the SC Liquefied Petroleum Gas office, Synergy Business Park, Kingstree Building and on the board website and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

**Administrator's Remarks**

Ms. Price, Board Administrator, shared that the Board voted at the October 4, 2017 Board meeting to create an examination review committee to review the current examinations and develop new examinations for LP Gas employees in South Carolina. Ms. Price stated that the intention for this committee is to develop guidelines for the process and identify options for new examinations. This committee will take their recommendations to the full Board for review and approval.

**LP Gas Examination Review**

**a. Overview of Current Examinations**

Currently the Board offers two examinations, the 100 questions Dealer/installer exam and the 52 question Reseller exam. Ms. Price stated the reason for the low passing rates may be due to employees being trained on the current codes and then test is based on the 2008 standard. The exams are currently held in house at LLR twice a month. Ms. Price would like to move the exams to a third party in order to alleviate staff time spent administering and grading the exams. Moving the exams to a testing center will also alleviate the burden of examinees having to drive to Columbia and the exams only being offered twice a month.

**b. Examination in Other States**

A packet was provided to committee members with other states examination requirements and statutes pertaining to testing. Board staff selected states with very detailed examination information as well as neighboring states to show the breadth of regulations. The committee discussed and reviewed the information provided.

### **c. Discussion about Developing New Examinations**

Ms. Price put before the committee the option of adopting exams from the Certified Employee Training exam (CETP). Prior to the meeting Ms. Price spoke with Eric Kuster regarding possibly catering the exam to our state. The advantage to utilizing their exams is that upon code changes, the exams are updated and vetted to reflect the new codes. The disadvantage, the exam comes at a higher cost to the employees. Ms. Price shared that another option for the committee to consider is going with a third party testing center such as Pearson VUE in which the Board would be responsible for writing and vetting the exam and the third party would be responsible for administration and grading. Because Pearson VUE is an international company, employees would have the ability to sit and take the exam at their own computer while being monitored via webcam by a trained proctor. Mr. Sitterle stated the after reviewing several other states, he found that many use a third party to administer the state exam, but rely upon CETP training modules to prepare employees for the state exam.

After reviewing several of the other states examination breakdowns, Mr. Irick advocated for the need to break the new examination down so as to fit the multiple categories within each license/permit. Ms. Price stated that Board could look at revising their regulations to cover the offering of multiple level exams within each license/permit type. Mr. Clark shared with the committee that CETP overall is a good program, but there is some redundancy in the training modules. In looking at the dealer exam, CETP has dealer responsibilities broke into several modules and therefore the Board would have to pick out the applicable modules and create an exam from the selection. Mr. Freeman, who has gone through several modules during the past summer, stated that the examination questions are very training material specific and without access to them, the exam becomes less effective. He advised going through the modules and picking out the more general questions to compile into one exam.

After further discussion regarding CETP training modules, Ms. Price asked committee if the Board was to restructure the exams per the licenses, would it have enough support from the LP Gas community to help with the rewriting and vetting of exam questions. In going with a third party testing administrator, they have services available to send in professional in to help the committee correctly structure the exam questions. The committee members Clark, Irick, Stickle and Freeman, all advocated that the new examinations needed to more accurately reflect the jobs being done and not the particular codes being enforced.

### **d. Establishing a Timeline for Implementing New Examinations**

Ms. Price stated that she would like to have all examinations written and in use as of January 1, 2019. The committee agreed to focus first on the Reseller examination. The committee will meet again in March to further review the current reseller examination and develop new questions.

### **Adjournment**

The task force adjourned at 2:38 PM.