

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: 08/31/2016



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**Recognition:**  Students  Staff  Parents

**Information:**  Building Report  Old Business  Superintendent's Report

**Action:**  Resignation  Hiring  Contract Service Agreements

Travel Out-of-State  Travel In State  Approvals

Termination  Legal Matters  Other:

This action request pertains to  Elementary (only)  High School/District Wide

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**Date:** 08/15/2016

**To:** **John Rouse**  
Browning Public Schools

**From:** Wayne Hall  
Title: Transportation Supervisor

**Subject: Out of State Travel: NAFTC-Propane Autogas Technician Training**

**Description:** Request approval for Wayne Hall, Edward Burke, Joseph Wippert and Wayne Bullcalf to attend NAFTC-Propane Autogas Technician Training in Bessemer, Alabama on October 18, 2016 to October 20, 2016.

**Financial Impact:** \$ 2,001.15 ea (Transportation Budget)

**Attachment(s):** Agenda/Leave Request Form

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial)

**Comments:** \_\_\_\_\_

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**Board Action:**  N/A (Info)  Approved  Denied  Tabled to: \_\_\_\_\_



Wayne Hall <wayneh@bps.k12.mt.us>

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**RE: NAFTC - Propane Autogas Technician Training-Alabama - Question from wayne hall**

1 message

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**Micheal Smyth** <Micheal.Smyth@mail.wvu.edu>  
To: "wayneh@bps.k12.mt.us" <wayneh@bps.k12.mt.us>

Wed, Aug 10, 2016 at 2:02 PM

Good afternoon Wayne. Let me see if I can answer your questions.

*The location of the training in Alabama:*

**Lawson State Community College - Alabama Center for Automotive Excellence**  
1100 Ninth Avenue SW  
Bessemer, Alabama 35023

*The dates of the training are:*

Tuesday, October 18 – Thursday, October 20, 2016

*Hotel recommendations:*

**Fairfield Inn & Suites Birmingham Bessemer**  
4980 Academy Court Bessemer, Alabama 35022 USA

**Holiday Inn Express & Suites**  
5001 Academy Lane, Bessemer, Alabama 35022 United States  
1 888 HOLIDAY (1 888 465 4329)

**Best Western Plus**  
5041 Academy Ln, Bessemer, Alabama, 35022-5250, US  
Phone: 205/481-1950

*Class agenda:*

**Day 1 morning:** Instructor presentation on overview of propane autogas fuel properties, propane autogas systems, and an overview of propane autogas vehicles

**Day 1 afternoon:** Hands-on activity to build a paper Roush CleanTech autogas fuel system flow chart poster and presentation

**Day 2 morning:** Hands-on activity to prepare and present on ICOM dedicated autogas fuel injection systems

**Day 2 afternoon:** Hands-on activity to unpack and assemble an ICOM bi-fuel autogas fuel system

**Day 3:** Technical presentation from an OEM autogas manufacturer

Thanks, and please let me know if you have additional questions.

Mike

Micheal Smyth  
Assistant Director Training and Curriculum Development  
National Alternative Fuels Training Consortium  
West Virginia University

## Course Description:

### ***Propane Autogas Vehicle Technician Training***

**Learn practical skills in actual shop environments**

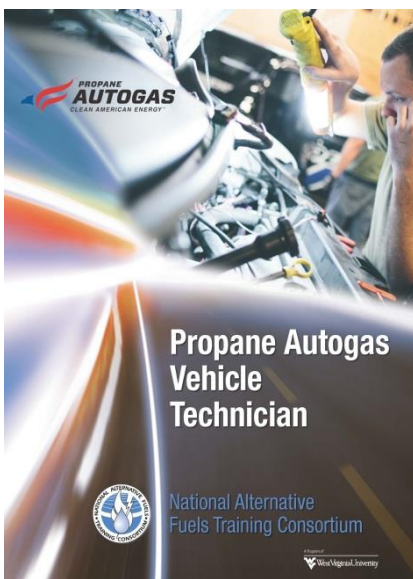
**NAFTC - Propane Autogas Technician Training-Alabama**

[National Alternative Fuels Training Consortium \(NAFTC\)](#)

Tuesday, October 18, 2016 at 8:30 AM - Thursday, October 20, 2016 at 5:00 PM (CDT)

[Bessemer, Alabama](#)

Propane-powered vehicles present special challenges to the automotive technician. This three-day course includes an overview of propane technology, automotive components, and autogas related systems.



The National Alternative Fuels Training Consortium (NAFTC) has launched a NEW Propane Autogas Vehicle Technician Training. Recognizing a need for qualified technicians to adapt, service, and maintain these vehicles, the comprehensive course covers topics including propane characteristics, fuel systems, vehicle compatibility, system components, and safety. By the end of the three-day course, participants will have an in-depth understanding of servicing and maintaining these vehicles.

ISBN Number: 978-1-933954-17-2

This state-of-the-art training, funded by the Propane Education & Research Council (PERC) is being offered free at multiple locations across the United States.

This FREE training session is available ONLY to professional automotive technicians currently working in the field who want to enhance their skills and

learn more about working with propane autogas vehicles.

This technical training is targeted toward professional, experienced automotive technicians and automotive trainers seeking to learn about propane autogas vehicles.

## Course Objectives

Taught by certified [NAFTC](#) instructors, this three-day course will enable you to:

- Explain the sources and processing of LPG
- Describe the components of a propane autogas fuel system and explain how each operates
- Know the different fuel delivery methods and how they differ (vapor, liquid, and direct)
- Explain the three types of propane autogas fuel system configurations (bi-fuel, dual fuel and dedicated)
- Learn the concepts of pressure, density, and volume in describing, measuring, and handling propane autogas
- Explain the operation of the electronic control module (ECM) and the components that connect to it
- List the different steps in the conversion of a conventional vehicle
- List personnel and shop safety procedures and describe the appropriate responses to common emergencies such as fire, gas leakage, and collision

This course is available to [NAFTC](#) member schools and PERC stakeholders as a train-the-trainer upon advance request. This course is **NOT** an autogas vehicle conversion class, although conversion topics and procedures are discussed.

**Course Materials Provided to the Participant:**

- Participant Manual - including review questions and learning activities\*
- Program certificate

**Course Materials Provided to NAFTC Members and PERC stakeholders participating in Train-the-Trainer session:**

- Instructor Manual - including course agenda and planning notes
- Program certificate
- Training aids (PowerPoint presentation, Flash animations, tests, etc.)
- List of suggested hands-on training aids for shop tasks

Classes are offered through the National Alternative Fuels Training Laboratory in Morgantown, WV. Customized classes can be brought to your doorstep and are designed to meet your particular needs. Please contact [micheal.smyth@mail.wvu.edu](mailto:micheal.smyth@mail.wvu.edu) for details, class pricing, and for NAFTC membership information.

*\*Each module of the Participant's Manual contains text, illustrations, explanatory figures and tables, module review questions, and a list of key terms and abbreviations.*

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

**Employee Name** Sample Leave Request  
**Building** Transportation Dept.

**Employee #** \_\_\_\_\_  
**Substitute Name** NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/17/2016 - 10/21/2016</u>	<u>40</u>	<u>SR</u>
_____	_____	_____

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved; Condition upon the specific leave being available for the specific employee**  **Not Approved**

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

**(Master Contract) Relationship**

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

**Conference Name/Meeting/Activity** NAFTC-Propane Autogas Technician Training, Alabama  
**Location** Bessemer, Alabama (Attach documentation for Hotel, Airlines & Conference Agenda)

**Departure Date** 10-16-2016 **Return Date** 10-21-2016

**Departure Time** 4:00 pm **Return Time** 11:30 pm

**Transportation:**  **District Vehicle** **Per Diem** 5days @90.00+15 IS = \$465.00  
 **Personal Vehicle** **Mileage** \_\_\_\_\_ @ \_\_\_\_\_ = \$ -0-

**Attachments:**  **Professional Development Form**  
 **Hotel Confirmation** ..... **Purchase Order #** \_\_\_\_\_ = \$699.95  
 **Airline Itinerary** ..... **Purchase Order**

# \_\_\_\_\_ = \$836.20  **Conference Schedule/Registration.....** **Purchase Order**

# \_\_\_\_\_ = FREE

**SUBTOTAL** \$ 2,001.15

**BUDGET**

279.00 **CHECK TOTAL** \$ 465.00

210-96-167-2710-0582-0000( 40 %) \$ 186.00

110-96-167-2710-0582-0000( 60 %) \$

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal/Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

