



Denali Commission  
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Anchorage, AK 99501

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## Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

*10/26/09*

Name of Organization: City of Tanana	EN 796211 File 9-217 Award 366-Y
Name of Project: Propane Delivery Basics Training	
Reporting Period: July 1 to September 30, 2009	
Contact Person: Al "Bear" Ketzler Jr.	
Contact # (907) 366-7159, Email Address: <a href="mailto:beartanana@gci.net">beartanana@gci.net</a> & <a href="mailto:citymanager@cityoftanana.com">citymanager@cityoftanana.com</a>	
Expenditures to date: \$15,600.00	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: <i>(Signature)</i>	Dated 10-15-09

**1. In a few sentences, please describe the scope of your project:**

The City is sponsoring a propane Certified Employee Training Program (CETP) over a five day period. A nationally certified propane CETP instructor will present three courses. Trainees will be required to take a certification test.

**2. Project Activities for this Reporting Period:** Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable):

The City got a slow start because Tanana had a major flood in May and had to deal with numerous state and federal agencies that were addressing the emergency. The City hired Bartz Englishoe to oversee the training program. Mr. Englishoe worked with the City on the Yukon-Kuskokwim Propane Demonstration Project. The City contracted Gene Wendt, Northwest Consulting, to provide propane certification instruction. Mr. Englishoe contracted 65 village organizations such as cities, village corporations and tribal governments about the training. Six communications were sent to villages explaining the program. The City ordered instruction material for trainees, including five instruction books and one training DVD. Training packets were mailed to participants to allow trainees to have time to review instruction material. The village communications are attached. Mr. Englishoe scheduled transportation, lodging and planned all aspects of training.

**3. Scheduled Project Activities/Important Dates for next quarter:** Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

The training will on October 19-23, 2009. The three courses are 1) Basic Principal and Practices of Propane, 2) Propane Delivery Operations and Cylinder Delivery and Propane Appliance

Installation. Following the training, participants will take a CETP certification test. Trainees will visit a propane storage and distribution facility.

**4. a. How many are in your training program during this reporting period?**

Fifteen individual are taking the course, plus a couple of standby applicants. Attached is a chart showing participants, address and employers.

**b. How many people have been trained and/or certified to date from this grant?**

None, but CETP trainees have been studying training materials.

**5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training. Please see attached chart.**

**6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?**

Training is on schedule and will be finished at the end of next week. It took longer than expected to identify trainees since many villages organizations do not have email addresses and fax machines that do not work. Several people had to cancel to attend the Alaska Federation of Natives Convention and participate in tank farm operations training. The project is right on budget. The scope of the grant has not changed, except that additional training material was order for trainees.

Please provide an explanation to this change and your resolution to the variance.

**7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)**

The City is working with several state departments, numerous federal agencies, the Alaska legislature, Alaska U.S. Congressional delegation, University of Alaska-Fairbanks, villages and many other organizations to expand propane use in villages. The City will keep working with and informing the sponsors and trainees of propane opportunities such as grants, funding, legislation and efforts to acquire cheap propane from the North Slope and eventually from the future natural gas line.

**8. Please identify areas that we can assist you in the future.**

The City has been working with the energy advisor committee of the Denali Commission. The City will be asking the Commission to support legislation and changes to the Alaska Regulatory commission to support propane expansion in villages. This training program is just one step in efforts to use propane as an alternative to diesel.

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee	Type of training	Certification to be earned	Dates of training	Graduation date	Employee commitment after training is completed
Mountain Village	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Azachorok sponsored trainee so the corporation could expand it gas station propane operations. Trainee will assist the corporation to increase it propane business.
Mountain Village	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Azachorok sponsored trainee so the corporation could expand it gas station propane operations. Trainee will assist the corporation to increase it propane business.
Nenena	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	The Toghoththele Corp. sponsored trainee to start propane operations.
Tanana	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Trainee owns a Tanana Fuel Company that sells gas and fuel oil and is expanding into propane operations.
Fort Yukon	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Gwitchyaa Zhee Corporation owns a utility company that wants to expand into propane retail and possibility propane fuel-power electrical generation.
Tanana	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	The Tanana Tribal Council owns a fuel company and believes expanding into propane is a viable business venture. The trainee works for the tribe.
Tanana	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	The City administered the YKDPDP for the ANGDA so that Tanana and other villages could convert to propane. The City has purchased propane tanks, applied for a grant to develop business plans for villages businesses that want to establish or expand propane services. The City applied for grants to convert the Tanana school to propane heat and power, construction of a propane storage and distribution and to convert teacher house to propane. Trainees will assist the City with its projects.
Manley Hot Springs	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	The trainee works with Manley Village Council. The tribe is looking into expanding propane use in Manley. The trainee will assist the tribe with propane expansion.
Tanana	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Tozitna Fuel Company sells gas, heating oil and propane. The trainee manages the company. The company is working with the City to expand propane use.
Kipnuk	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Kugkaklik Limited has a fuel farm that sells heating oil, diesel, gas and propane. The fuel farm is expanding propane operations. The trainee operates the fuel farm.
Kipnuk	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	Kugkaklik Limited has a fuel farm that sells heating oil, diesel, gas and propane. The fuel farm is expanding propane operations. The trainee is general manager of Kugkaklik Limited.
Emmonak	Propane CETP	CETP Certification	Oct. 19-23		Emmonak Corporation has a fuel farm that sells and delivers heating oil, diesel, gas and propane. The fuel farm is expanding propane operations. The trainee works at the fuel farm and will assist the corporation to expand propane operations.
Tanana	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	The City administered the YKDPDP for the ANGDA so that Tanana and other villages could convert to propane. The City has purchased propane tanks, applied for a grant to develop business plans for villages businesses that want to establish or expand propane services. The City applied for grants to convert the Tanana school to propane heat and power, construction of a propane storage and distribution and to convert teacher house to propane. Trainees will assist the City with its projects.
Nenena	Propane CETP	CETP Certification	Oct. 19-23	Oct 23	An employee of Ruby Marine will be attending the training. The crew on a barge on the Yukon River and will not be back until weekend before the training. Ruby Marine delivers thousands of gallons of propane to villages and wishes to expand services.

**City of Tanana's Propane Certified Employee Training Program (CETP) Participants – October 19-23, 2009**

	<b>Name &amp; Email</b>	<b>Address</b>	<b>Village</b>	<b>Phone</b>	<b>Work Place</b>
1	Bert Agwiak	Box 32083	Mountain Village, AK 99632	907-591-2527 W 907-591- 6010 H	Manager, Gas Station, Azachorok Inc, Box 32213, Mountain Village, AK 99632, 907-591-2527/2528, azcorp@starband.net
2	Cletus Beans	Box 32213	Mountain Village, AK 99632	907-591-2527 W 907-591-2573	Assistant Manager, Gas Station, Azachorok Inc, Box 32213, Mountain Village, AK 99632, 907-591-2527/2528, azcorp@starband.net
3	Lawrence E. Ketzier toghthothele@hotmail.com	Box 296	Nenena, AK 99760	907-460-8068	Toghthothele Corporation, Box 249, Nenena AK 99760, 907-832-5832, toghthothele@hotmail.com, www.toghthothele.com
4	Dale Erickson tanakon42s@hotmail.com	Box 69	Tanana, AK 99777	907-366-7188 W 907-458-0045 H	Owner, Tanana Commercial Store/Fuel Sales, Box , Tanana, AK 99777, 907-366-7108, tanakon42s@hotmail.com
5	Patrick Carroll gzcorporation@yahoo.com	Box 201	Fort Yukon 99740	907-662-2933 W 907-662-2803 H	Gwitchyaa Zhee Corporation, Box 329, Fort Yukon, AK 907-622-2933, gzcorporation@yahoo.com
6	Cliff Wiehl cliffwiehl@yahoo.com	Box 184	Tanana, AK 99777	907-366-7160 907-366-7217	Tanana Tribal Council, Box 77130, Tanana, AK 99777, 907-366-7160, Fax 366-7195, 907-978-5848,
7	Thomas Moore citymanager@cityoftanana.com	Box 74	Tanana, AK 99777	907-366-7159 907-366-7363	City of Tanana, Box 249, Tanana, AK 99777, 907-366-7160, 907-978-5848, citymanager@cityoftanana.com
8	Jack A. Wright Jw69p11@hotmail.com	Box 27	Manley Hot Springs, AK 99756	907-672-3191 H	Jack Wright, Tribal Administrator, Manley Village Council, Box 105, Manley Hot Springs, AK 99756, 907-672-3177,
9	Stacy Moore	Box 221	Tanana, AK 99777	907-366-7255 W 907-366-7120 H	Tanana Fuel, subsidiary of Tozitna, Limited, Box 77129, Tanana, AK 99777, 907-366-7255, cherlywright_2003@yahoo.com
10	Andrew M. Dook andrew99614@yahoo.com	Box 173	Kipnuk, AK 99614	907-896-5414 W 907-896-5978 H	Fuel Farm, Kugkaklik, Limited, Box 36, Kipnuk, AK 99614, 907-896-5414, General manager is Nelson O. Anaver, kugltd@gmail.com,
11	Nelson O. Anaver kugltd@hughes.net	Box 3	Kipnuk, AK 99614	907-949-5414 W 907-896-5677 H	Kugkaklik, Limited, General Manager, Box 36, Kipnuk, AK 99614, 907-896-5414, kugltd@gmail.com, General manager is Nelson O. Anaver
12	William F. Waska	Box 64	Emmonak, AK 99581	907-949-1411 W 907-949-6008 H	Fuel Distribution, Emmonak Corporation, Box 49, Emmonak, AK 99581, 907-949-1411, wk_netter@yahoo.com, General Manager is Bart Agathluk
13	Paul D. Erhart	Box 136	Tanana, AK 99777	907-366-7159 W 907-366-7244 H	City of Tanana, Box 249, Tanana, AK 99777, 907-366-7159, 907-978-5848, citymanager@cityoftanana.com
14			Nenena, AK 99777	907-832-1062 W 907-832-	Ruby Marine, Box 269, Nenena, AK 99760, 907-832-1062, rubymarine@alaska.net, http://rubymarineinc.com
15	Jeff King		Fairbanks, AK	907-456-1312	Interior fuels
16	Jason Carroll (standby applicant)		Fort Yukon		
16	Gene Wendt, Instructor		Northwest Consulting Inc., 1001 Cooper Point Road SW, Suite 140-116, Olympia WA 98502-1107, 360-921-3514, Fax 360-397-8885, gene@nwconsulting.org		

Best Western, Fairbanks, 907-328-3500

# COMMUNICATION

**C i t y o f T a n a n a**

Box 249, Alaska 99777

366-7159 • Fax 366-7169

citymanager@cityoftanana.com

**TO:** This communication was emailed or faxed to Yukon River village corporations, tribes and cities

**FROM:** Al "Bear" Ketzler, Jr., City Manager

**DATE:** August 4, 2009

**RE:** Yukon-Kuskokwim Propane Demonstration Project

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## **YKPDP Implementation Report**

Tanana worked with the Alaska National Gas Development Authority on the Yukon-Kuskokwim Propane Demonstration Project (YKPDP). The mission was to investigate whether it would be beneficial for villages to use propane as an alternative to diesel fuel. The YKPDP report found that propane offers many advantages over diesel.

### **Email Addresses**

The City would like to email the report to villages. The municipality does not have emails for many village organizations. The City would like to acquire village corporation, tribal and city emails and addresses, plus the current names of Mayors/City Managers, CEOs/General Managers and Chiefs/Tribal Administrators.

### **Propane Certified Employee Training Program**

The City has funding for 15 individuals to participate in propane Certified Employee Training Program (CETP). The CETP training will last five days and participants will take a certification test. The training will to provide hands-on experience with propane in the following courses:

- Basic Principal and Practices of Propane
- Propane Delivery Operations, and
- Propane Appliance Installation

#### *Propane CETP Training*

*• Five Days*

*• Cost • \$150*

*• Travel provided*

*• Lodging provided*

The YKPDP implementation report covers propane use in villages. The City is currently scheduling CETP training for late August or early September. People or organizations interested in the training can contact the city. Detailed information is available. Please give this communication to any villages businesses that transports, delivers or sells propane. The City would like people already involved with propane to take the training. Thanks

**City of Tanana, Box 249, Tanana, AK 99777, 366-7159 • Fax 366-7169**

Al "Bear" Ketzler, Jr., City Manager, citymanager@cityoftanana.com

Date: August 14, 2009

Re: Propane CETP Training Scheduled for October 19-23, 2009

*Propane is known as liquid petroleum gas (LPG).*

The City has received numerous calls on the propane Certified Employee Training Program (CETP) courses. The training is a result of the Yukon-Kuskokwim Propane Demonstration

*This Notice is being emailed or faxed to Yukon and Kuskokwim river village corporations, tribes and cities.*

Project (YKPDP) Implementation Report, which addresses many issues related to propane use in villages. Organizations interested in the training can send an email to the City requesting that the report be emailed to

them. The city is asking for email addresses since faxing is too time consuming when trying to reach numerous village organizations.

Training is scheduled for October 19-23, 2009, in Fairbanks. The City will provide travel, lodging and food. The cost of the training is \$150. A certified instructor, Gene Wendt, will be the trainer. The City would like to see village participants selected from individuals who work for fuel service or other propane related companies. Individuals will receive five days training. Trainees will be required to take a multiple choice question certification test. The courses are:

*Bartz Englishhoe is assisting the City with the CETP and can be contacted at 338-7768 or bartz@englishoe.com.*

**Basic Principles and Practices:** This course is a prerequisite for more advanced instruction and includes propane physical properties; combustion characteristics of LPG; identifying propane industry standards, safety codes and regulations; identifying the basic parts of tanks, cylinders and bulk storage installations; maintaining a safe working environment; identifying commonly used hand tools and supplies.

**Appliance Installation:** Training covers placing propane appliances/equipment into service; identifying the fundamental principles of venting and ventilation; pressure testing and leak checking propane piping systems; controlling propane/air mixtures for proper combustion and sizing and installing natural draft venting systems.

**Propane Transfers:** This course covers dispensing propane; dispensing equipment; inspecting, filling and labeling small cylinders; refueling; maintaining and troubleshooting forklift cylinders; refueling motor fuel and RV tanks and retail exchange cylinder operations.

The Denali Commission is funding the CETP and requires that participants be selected and screened on employment history and recommendations by employers. Trainees will need to complete the *State of Alaska Denali Training Fund Application*,

*Training will increase technical competency in safety and industrial standards.*

which will help the City to document 1) persons employed as a result of training, 2) persons employed 6 to 12 months after training and 3) annual income increases. CETP participants will receive five (5) training manuals and two (2) e-learning

DVDs a month or so before classroom training begins. The extra time will allow trainees to become familiar with subject material.

# COMMUNICATION

## City of Tanana

Box 249, Alaska 99777  
366-7159 • Fax 366-7169  
citymanager@cityoftanana.com

TO: This communication was emailed or faxed to Yukon and Kuskokwim River village corporations, tribes and cities.

FROM: Al "Bear" Ketzler, Jr., City Manager

DATE: September 14, 2009

RE: Propane Certified Employee Training Program

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*Propane CETP Training*

- *Five Days of Training*
- *Cost - \$150*
- *Travel Provided*
- *Lodging Provided*
- *Best Western Motel*
- *Continental Breakfast*
- *Lunch Provided*
- *Dinner Stipend of \$35*

There are still positions available under the City of Tanana's propane Certified Employee Training Program (CETP) in Fairbanks on October 19-23, 2009. The three courses being offered are:

- Basic Principal and Practices of Propane
- Propane Delivery Operations, and
- Propane Appliance Installation

The training will be at the Best Western China River Lodge on Airport Way across from the Fred Meyer Store. Participants will be picked up at the airport or commuter airlines offices such as Warbelows on the East Ramp. Bartz Englishoe is working with the City and will contact trainee participants and schedule flights. Participants need email. Each trainee will receive the following training material.

- CETP Basic Principles of Practices of Propane – Book
- CETP E-Learning Basic Principal and Practices – DVD Program
- NFPA 58 Liquefied Petroleum Gas Code – 2008 Edition
- NFPA 54 National Fuel Gas Code – 2009 Edition
- Dispensing Propane Safely Manual

The material will be mailed to trainees so they have a chance to study the material before classroom instruction starts. The training is being funded by the Alaska Department of Labor and the Denali Commission. Participants will need complete a Denali Training Fund Application, which is attached.

The municipality does not have emails for many village organizations. If this notice is faxed to your organization, the City does not have your email would appreciate it if village corporations, tribes and cities provided their email and addresses to the municipal.

## COMMUNICATION

**C i t y o f T a n a n a**

Box 249, Alaska 99777

366-7159 • Fax 366-7169

citymanager@cityoftanana.com

TO: Propane Certified Employee Training Participants

FROM: Al "Bear" Ketzler, Jr., City Manager

DATE: September 28, 2009

RE: Propane CETP Training

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This communication is confirming the propane CETP training is being held on October 19-23 at the Best Western China River Lodge (328-3500, Fax 328-3607) on Airport Way, across from the Fred Meyer Store. The motel has an airport shuttle.

### **Travel Arraignments**

Bartz Englishoe is helping with travel (907-338-7768, bartz@englishoe.com) and will make and pay for flight reservations. Training starts at 8:30 on October 19, 2009. Village participants may need to fly to Fairbanks on the Saturday or Sunday to be ready to start training at on Monday. Participants can stay a day or two after the training, but will need to find their own lodging. Trainees will need to pay for any airline fees if an itinerary is changed after the ticket is purchased. If there is a return flight to a village Friday evening, then the participant will need to check out of the motel on Friday morning. If the next available flight is on Saturday, then the trainee will need check out Saturday morning. People traveling by vehicle will receive \$0.45 per mile reimbursement. Trainees will a \$35 dinner stipend per day at the beginning of the training.

### **Training Materials**

The City will be mailing written training material this week to participants. Trainees are encouraged to review the material, specially the *Basic Principals and Practices of Propane* Booklet. All training material needs to brought to the CETP workshop. A training DVD is included. If a participant does not have a computer, please bring the unopened DVD packed to the training workshop.