DATE: Tuesday, January 23, 2018

TO: Dan Blankenship, CEO

From: Kurt Ravenschlag, COO

RE: SGM Compressed Natural Gas Quarterly Inspection Report

Purpose

The purpose of this memorandum is to provide an action plan to address the opportunities for improvement identified in the January 15, 2018 quarterly safety report from SGM regarding Compressed Natural Gas (CNG) fueling operations and maintenance.

Summary

SGM consultants provides RFTA with quarterly reports of their monthly-unannounced Safety Inspections of the GMF CNG fueling equipment maintenance and operations. The report received from SGM on January 15, 2018 for the fourth quarter of 2017 identified a number of areas where RFTA is performing very well, but also identified some opportunities for improvement as listed below.

- Ensuring buses are not unattended while fueling
- Provide additional training to bus operators and maintenance staff regarding CNG safety protocols

Another area identified by SGM that would allow them to better assist in their inspections is having VPN access to run and review Building Automation System (BAS) trend logs.

Corrective Actions

RFTA staff have reviewed SGM's 2017 fourth quarter report and have developed follow-up actions and ongoing monitoring by staff to address these opportunities for improvement. The primary area for improvement is training and awareness by RFTA Bus Operations and Fleet Maintenance personnel. Communications to maintenance and operations personnel reminding them of the expected procedures for bus fueling (CNG and Diesel), CNG fuel bay access and identified evacuation routes have been provided as well as notifying staff that corrective action will be applied if protocols are not followed. Staff has also placed additional signage in the CNG fuel bays to remind staff of access restrictions. In addition, CNG refresher training will be a part

of the spring (beginning the week of April 23) In-Service Training for Bus Operators. Facility, Fleet and Operations staff will be routinely monitoring operations at the GMF to ensure CNG safety protocols are being adhered in compliance with RFTA's CNG safety procedures for maintenance, operations and emergency response. Operations Management will review progress and compliance of the CNG safety procedures monthly in addition to SGM's continued inspections.

RFTA staff have also provided the requested information to SGM for their access of the BAS system review.

Attached: SGM CNG Safety Report, January 15, 2018