

**UTAH STATE LPG BOARD  
VIRTUAL MEETING  
DATE December 14, 2023 Meeting Minutes  
APPROVAL**

**BOARD MEMBERS PRESENT**

Greg Rynders, Chair  
David Reed  
LaNor Warby

Rob Voortmeyer  
Tom Burkland

**BOARD MEMBERS ABSENT**

James Hoyt  
Terry Brown

**STAFF PRESENT**

Jon Ritchie, Chief Deputy Fire Marshal  
Marcus Yockey, Assistant Attorney General  
Boyd Cook  
Justin Cheever  
Keith Claybaker  
Gina Proctor

**STAFF ABSENT**

Ted Black, Utah State Fire Marshal

**OTHERS**

There were no members of the public and/or other members of the fire service in attendance at this meeting. The attendance log is kept with the full record of the meeting.

1. Board Meeting called to order and welcome to all by Chair, Greg Rynders at 10:00 a.m.
2. A quorum is present which included, Greg Rynders, Rob Voortmeyer, Tom Burkland, LaNor Warby and David Reed.
3. Motion #1 – Approval of the minutes of the September 14, 2023 board meeting.  
Motion to approve minutes by LaNor Warby; seconded by Tom Burkland. Motion passed unanimously.
4. Incident Reports. Justin Cheever, Deputy State Fire Marshal, spoke of an incident for next quarter that occurred recently on December 5, 2023 in Smithfield, UT, where a distributor responded to an incident involving a rusty 100 lb. cylinder tank that had been filled and had leaked. Hazmat incidents that involve liquid propane must be reported in writing. If death or serious injury of persons, or property damage of \$5000.00 or more results from the accident, the report must be made immediately by telephone and followed by a written report. Phone calls and reports are to be submitted to Utah State Fire Marshal's Office to Boyd Cook, Justin Cheever, and Keith Claybaker. Suggestions related to achieving reports from all users was discussed.
5. Motion #2, Approval by the Board of a hybrid meeting scheduled for March 14, 2023. Board members in attendance will receive the new NFPA 58 handbooks. Those that attend virtually will receive the NFPA 58 handbooks via US Mail. Approved with a unanimous roll call vote.
6. Utah legislative items were not reported to the Board due to Utah State Fire Marshal, Ted Black's, absence at the meeting.

7. What to do if contacted by the media. Jon Ritchie informed the Board that all media requests should be directed to Ted Black, Utah State Fire Marshal. There should be one spokesperson for any response.
8. NFPA 58 handbooks. These will be distributed at the next meeting in March 2024.
9. Old Business. None.
10. New Business. None.
11. Online testing update. Boyd Cook reported that it is running well. Any troubleshooting needed is easily resolved on an individual basis.
12. Public Comment. None.
13. Motion #4, Adjourn meeting. Motion made by David Reed; seconded by LaNor Warby.

**This is a true and correct copy of the December 14, 2023, LP Gas Board meeting minutes, which was approved on March 14, 2024. An audio recording of this meeting is available on the Utah Public Notice Website at <https://archives.utah.gov>.**

x   
Executive Secretary