

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)  
DIVISION OF MEASUREMENT STANDARDS (DMS)  
REGISTERED SERVICE AGENCY (RSA) ADVISORY COMMITTEE  
CONFERENCE MEETING**

**April 1, 2025**

**1:01 p.m. – 3:57 p.m.**

**MEETING MINUTES**

**Minutes are considered DRAFT until approved  
by the RSA Advisory Committee**

**A. CALL TO ORDER**

Lucian Stacy, Committee Chair, called the meeting to order at 1:01 p.m. The meeting was held in-person and by teleconference via Microsoft Teams (Teams).

**B. ROLL CALL OF MEMBERS**

Membership attendance is reported below. Lucian Stacy called roll and confirmed that there was a quorum of committee members.

**Committee Members Present (In-person):**

Breanne Matsuura  
Lucian Stacy

**Committee Members Present (Teams):**

Lynn Carmichael  
Ann Crowley  
Chris Gate  
Joseph Lundeen  
Steve Myers

**Committee Members Absent:**

None

**CDFA-DMS:**

Cameron Perez and Samuel Ferris

**Other Participants:**

L. Vang

**Presenter(s):**

Samuel Ferris, CDFA-DMS

**C. APPROVAL OF PRIOR MEETING MINUTES**

Lucian Stacy asked RSA Advisory Committee (Committee) members if there were any comments or edits regarding the minutes of the meeting held on December 4, 2024. No comments were made.

Motion/Vote: To approve the meeting minutes of December 4, 2024, with no additional edits.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	
Chris Gate	Yea	Second
Joseph Lundeen	Yea	
Breanne Matsuura	Yea	Motion
Steve Myers	Yea	
Lucian Stacy	Yea	

## **D. REPORTS AND INFORMATION (Informational)**

### **1. CDFA-DMS Updates. (*Samuel Ferris*)**

- a. CDFA-DMS published the new 2025 Electronic Field Reference Manual ([e-FRM](#)). Samuel Ferris introduced the new format and features of the document.
  - i. First public announcement of this document.
  - ii. CDFA-DMS can reach out to RSAs after conclusion of a beta-test period.
  - iii. Internet connectivity. Know the device(s) you are working on or inspecting and review or electronically download the needed laws and regulations related to that device prior to traveling to an area with low or no internet connection.
- b. CDFA-DMS considering implementing a new RSA specific email address for industry correspondence.

### **2. Committee Chair Updates. (*Lucian Stacy*)**

None.

## **E. OLD BUSINESS (Discussion/Action by Committee)**

1. RSA Placing Device in Service (*Chris Gate*) – The Committee reviewed DMS Notices [D-01-4](#), [D-19-02](#), and [D-19-07](#) regarding repairs made as an RSA. The Committee also reviewed Business and Professions Code Sections [12500 \(b\)](#), [12515 \(a\)](#), [12531 \(f\)](#), and [12532 \(a\) and \(e\)](#).

The Committee discussed the possibility of an influx of Placed in Service Reports, the definition of “repair,” and any other requirements that would be considered a “repair” such as cleaning and maintain fuel device cabinets (e.g., dusting the inside of the cabinet, changing receipt paper, replacing a hose/nozzle, and fuel filter replacements).

Motion/Vote: To draft a recommendation paper to CDFA-DMS regarding repairs and Placed in Service Reports. Lucian Stacy volunteered to draft the document.

Name	Vote*	Comment
Lynn Carmichael		
Ann Crowley		
Chris Gate		Second
Joseph Lundeen		
Breanne Matsuura		
Steve Myers		Motion
Lucian Stacy		

\*A motion was made and seconded but a vote was not conducted. Motion did not carry. However, at the Chair's discretion, he may still draft a recommendation paper and present it as a future agenda item for the Committee to consider and vote on.

## F. NEW BUSINESS

1.(i). [SB 314 \(Padilla, 2025\)](#) Weights and measures: electric vehicle supply equipment.

Samuel Ferris updated the committee regarding this bill. Lucian Stacy commented that RSAs are an important part of the testing and sealing process and parts of this bill would remove them from working on EVSE. He also commented that the last time the committee took a position on a bill, it helped modify the language of the bill. Joseph Lundeen felt that parts of the bill were redundant of existing law and was not sure how it could be implemented or funded. He claimed the issue with Electric Vehicle Supply Equipment (EVSE) inspections and tests was not the device accuracy, it was with manufacturer specifications, market requirements, software versions, California Type Evaluation Program (CTEP) violations, and generally manufacturers were not conforming to the CTEP requirements even if one was issued. He continued saying that this bill allows for any county to give "provisional use" to an EVSE device that is not correct. He explained that this does not provide a uniform application of the code among county administrators. Joseph Lundeen does not agree with this bill. Breanne Matsuura agreed with Joseph Lundeen's comments. She explained that it was not clear who in the county could provide an EVSE with "conditional authorization" – e.g., any county inspector or a deputy [sealer]. She felt there were too many loopholes in the bill. She also mentioned that this only applies to EVSE, and the counties do not have different tags for specific devices. It would mean that "out of order" tag on a scale would not be allowed to be removed by any person yet the EVSE tag would. Joseph Lundeen added that it should not be up to each county to decide if a device can be used conditionally, that decision is and should remain with a higher authority in the Director [of the Division of Measurement Standards]. Lucian Stacy commented that California is trying to make installation of EVSE easy to meet state goals by 2035. He claimed RSAs protect the consumer. Joseph Lundeen added that manufacturers are cutting corners and his county has issued violations. He said scale companies have been following the rules for years now. Ann Crowley explained that other states have certain colored tags and if the error is in favor of the customer, the device may be allowed to operate. She said this supports NIST Handbook 44 requirements.

Lenny Vang from EV Test Solutions, recommended that BPC Section 12500.5 read “correctly placed in service” because he has experienced that some EVSE have not been correctly placed in service when they were originally installed. Lucian Stacy agreed. Samuel Ferris requested the committee to consider the difference between a failure of the device to have been placed in service at all versus it having been placed in service yet not done correctly. He also added that EVSE regulation has a phase-in period, so some EVSE may not be subject to the law. Lenny Vang commented that manufacturers think a Placed in Service Report is to report basic information about the device such as serial numbers and location of the device, but not for confirming that the device has been inspected, tested, and was determined to be correct. Lucian Stacy said that scales and meters manufacturers understand the requirements because they have been installing devices since the 1800s. EVSE manufacturers are trying to quickly install devices based on a mandate yet don’t know what all the requirements are for a Placed in Service Report.

Motion/Vote: To draft a position paper on this bill.

Name*	Vote	Comment
Lynn Carmichael	Yea	Motion
Ann Crowley	Yea	
Chris Gate	Yea	
Joseph Lundeen	Yea	
Breanne Matsuura	Yea	Second
Steve Myers	Yea	
Lucian Stacy	Yea	

\* Lucian Stacy and Joseph Lundeen agreed to draft this document and share it with the Committee.

1.(ii) [SB 470 \(Laird, 2025\)](#) Bagley-Keene Open Meeting Act: Teleconferencing.

Samuel Ferris updated the Committee regarding this bill. Joseph Lundeen said it assists the Committee, and he agreed with it. Breanne Matsuura said the bill would save on travel expenses for the Committee and other meetings she participates in. Chris Gate commented that this bill made a big difference on whether he could participate in this Committee. Lynn Charmichael agreed. Ann Crowley claimed it was helpful to her. Steven Myers agreed. Lucian Stacy explained that the Committee began in the early 2000s. Around 2006, the Committee dissolved partly because of the cost to each employer to send their employee, acting as a Committee member, to meet in person. Lucian Stacy claimed the Committee is important and CDFA listens to it. He felt that if the law reverted to conducting only in person meetings, the committee would fall apart again. Lynn Carmichael added that the state’s eight percent cuts would impact the availability of travel funds and the ability of CDFA to reimburse Committee members’ travel expenses, as well. Breanne Matsuura agreed. She added that she felt it was much easier for the public to log into a [teleconferenced] meeting versus having to travel to the meeting location.

Motion/Vote: To draft a position paper on this bill.

Name*	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	
Chris Gate	Yea	
Joseph Lundeen	Yea	Second
Breanne Matsuura	Yea	
Steve Myers	Yea	
Lucian Stacy	Yea	Motion

\*Lucian Stacy agreed to draft this document.

1.(iii). [SB 533 \(Richardson, 2025\)](#) Electric Vehicle Charging Stations: Internet-based Applications.

Samuel Ferris updated the Committee regarding this bill. Lucian Stacy clarified that currently the law allows for multiple ways to pay. This bill would allow a company to require a customer to gain access to their EVSE and pay for the transaction by only using a mobile device application owned by that company. Breanne Matsuura felt it went against open access to all. Steven Myers claimed that his employer does this sort of thing through use of certain approved cards to unlock a fuel pump. Chris Gate commented that some vehicle owners cannot use certain types of EVSE because they are restrictive. Lynn Carmichael said Tesla drivers received detailed information through their car. He also believes that EVSE should be open access to purchase fuel. Ann Crowley experienced this with certain parking structures and stadium parking. Lenny Vang does not like manufacturers requiring the customer to use their application to purchase fuel. A certain company required him to pay a \$15.00 per month subscription to use the EVSE for purposes of inspecting and testing it. Joseph Lundeen agreed with Lenny Vang. He added that there should be alternative payment methods for when an application-based system does not work. He also disagreed with any subscription fees. He commented that other motor fuels have various payment methods and felt that EVSE should align with the other motor fuels.

Motion/Vote: To further review and address this bill at the next meeting.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	
Chris Gate	Yea	
Joseph Lundeen	Yea	Second
Breanne Matsuura	Yea	
Steve Myers	Yea	
Lucian Stacy	Yea	Motion

## 2. Moving RSA Fees to Regulation.

Samuel Ferris updated the Committee regarding this item. With RSA registration fees established in statute, it is difficult for CDFA to amend the fees. Lucian Stacy claimed that California's weights and measures program was one of the best in the country, maybe the world, but has since been defunded and has reduced its budget. If the fees were in regulation, he said, there would be a comment period for public to submit opinions and comments. Lynn Carmichael agreed. He also stated that this section requires a \$100 additional maintenance location fee, that some RSA aren't paying. If CDFA collected the additional fees already in statute it could increase revenues. Ann Crowley, Chris Gate, and Steven Myers all agreed. Joseph Lundeen mentioned that other state departments have increased their fees to support their programs. He agreed with this item. Breanne Matsuura agreed with Lynn Carmichael regarding the \$100 fee not being collected as required.

Motion/Vote: To sponsoring action to propose moving RSA registration fees from statute to regulation.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	
Chris Gate	Yea	
Joseph Lundeen	Yea	Second
Breanne Matsuura	Yea	
Steve Myers	Yea	
Lucian Stacy	Yea	Motion

\*Lucian Stacy agreed to draft this document.

## 3. Placed in Service Reports

Samuel Ferris explained this item to the Committee and referenced the performance requirements of a Placed in Service Report in [CCR Section 4085](#). Lynn Carmichael stated that his business operates in three counties. Each county wants this information sent to them in different ways. Lucian Stacy said his company works in several counties and he uses CDFA's template report with some modifications. Chris Gate and Steven Myers also use CDFA's template report. Breanne Matsuura claimed several RSAs use their own form. She said it would be easier to use a standardized form so that required information can easily be found. Regarding EVSE, she would like to see the installation date as required information on the form. There is a field for "Date of Repair or Placing into Service" but she is not sure if that is the same date it was installed. She explained that this information is helpful because of the California-specific requirement that some EVSE are not subject to regulation based on the device installation date ([CCR Section 4002.11.](#), [Section A.1.1.](#) and [A.1.2.](#)). Lucian Stacy commented that Arizona uses a prescriptive form required by the state that contains much more information than CDFA's template report. He described the additional information on Arizona's standardized form to be device class (for scales, i.e., light, medium, heavy capacity), identity of the certified test standards used, whether the device was sealed, whether the device was marked properly, and if the device was removed from commercial service. Joseph Lundeen added that contact information of the device owner was not always clear. The form has a "Location of Device" column, but the "Company Name" is not always the owner / operator. If the contact information of



the owner / operator was not on the device itself but on the form, his staff could use form to contact the owner / operator. Samuel Ferris commented that in the EVSE industry, occasionally the owner / operator could include the device manufacturer, the service provider or a private owner; other times they are all the same entity. Joseph Lundeen clarified that contact information should be for the “responsible party” of that device. Ann Crowley asked if this form could be filled out electronically. Samuel Ferris explained that it can be if Adobe is used. Lucian Stacy added that the Arizona’s form also requires the device registration number, or weighmaster license number for a scale to be included. Lenny Vang claimed that when he completes a Placed in Service Report, he takes pictures of the serial number, the screen, the ending indication, and a copy of the receipt. He submits these photos with the Placed in Service Report.

Motion/Vote: Review the CDFA Template form and discuss changes during the next meeting.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	
Chris Gate	Yea	
Joseph Lundeen	Yea	
Breanne Matsuura	Yea	Motion
Steve Myers	Yea	
Lucian Stacy	Yea	Second

#### 4. Responsibility of a Service Agent When They Find a Device That is Being Used Out of Tolerance or a Non-commercial Device Being Used Commercially (*Lucian Stacy*).

Lucian Stacy introduced this item explaining that a different RSA company tested a scale and found it was out of tolerance with both over-registration and under-registration but accurate “in the middle”. The company did not hire that RSA to repair it. Lucian Stacy’s company was called out to test the same scale at a later date and found it again to be out of tolerance. His company applied a sticker that says “out of tolerance” to show that the device was not correct when tested. He questioned what an RSA is required to do when a device owner / operator does not have the device repaired at time of testing. Ann Crowley clarified that there could be a form for RSAs to complete that would notify the county of a device that needs to be removed from commercial service. Lucian Stacy agreed and said it should be an RSA requirement to do this. Chris Gate agreed but said it could impact the business-client relationship if an RSA reported their client to the county without it being a requirement. Samuel Ferris referred to [BPC Section 12532 \(i\)](#) that requires a service agency or service agent to report to the county within 24 hours if they discover that a device has been altered to facilitate fraud. Breanne Matsuura explained that the background of this statute had to do with skimmers illegally installed in fuel pumps. Joseph Lundeen said that [BPC Section 12506](#) allows only a sealer to take a device out of service. Lucian Stacy replied that a new requirement wouldn’t need to give authority to an RSA to take the device out of service, but it would require an RSA to report that device to the county. Steve Myers liked the idea of reporting the device to the county, but disagreed with taking it out of service as this would make RSAs the enforcement agency. Lucian Stacy agreed with this comment. Ann Crowley asked about the timing of when the RSA would be required to report a device to the county. She gave an example that if an RSA was in the process of repairing a scale but was waiting for repair parts to arrive. She asked if the RSA would need to report that scale to

the county. Lucian Stacy said yes, as that scale should not be used until it was repaired and determined to be correct. The RSA would notify the county, and this would prompt the county to be expecting the RSA to submit a Placed in Service Report after the repair is complete. If the county did not receive a Placed in Service Report soon afterward, then it would be prompted to inspect and test that scale. Lenny Vang claimed that 95 percent of EVSE do not meet all specifications. This means that many EVSE would be tagged [taken out of service]. He felt that there would be push-back from EVSE manufacturers, but he agrees with the idea. He said that with any new law or regulation, there could be misapplication by an EVSE manufacturer who employed an RSA and told them how to place their device in service to the benefit of the device manufacturer or owner / operator. He is concerned that [RSA] accountability could be compromised. Ann Crowley suggested that the Placed in Service Report could be modified to include "Placed in Service," "Cannot be Placed in Service," and "Retired Device" as three new check boxes on the form.

Motion/Vote: For DMS to explore the best way, through rulemaking, to require service agents to report incorrect devices to the county, and combine this item with the review of suggested edits to CDFA's Placed in Service Report template.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	Second
Chris Gate	Yea	
Joseph Lundeen	Yea	
Breanne Matsuura	Yea	
Steve Myers	Yea	
Lucian Stacy	Yea	Motion

#### 5. Updating RSA Forms and Incorporating in Regulation

Samuel Ferris introduced this item. In response to the Committee's past recommendation, CDFA-DMS has reviewed and edited the RSA Application Form and RSA Cancellation Form, and will incorporate these into regulation with the next rulemaking action.

Motion/Vote: For committee members to review the forms and recommend edits during the next meeting.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	Second
Chris Gate	Yea	
Joseph Lundeen	Yea	
Breanne Matsuura	Yea	
Steve Myers	Yea	
Lucian Stacy	Yea	Motion



## **G. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No comments were made.

## **H. NEXT MEETING AGENDA**

Lenny Vang requested that a future agenda item be how to gain access to NTEP and CTEP certification information on DMS' website.

## **I. ADJOURNMENT**

Lucian Stacy asked to adjourn this meeting.

Motion/Vote: To adjourn the meeting at 3:57 p.m.

Name	Vote	Comment
Lynn Carmichael	Yea	
Ann Crowley	Yea	Second
Chris Gate	Yea	
Joseph Lundeen		
Breanne Matsuura	Yea	Motion
Steve Myers	Yea	
Lucian Stacy	Yea	

Respectfully submitted:

Committee Chair, Lucian Stacy  
CDFA-DMS RSA Advisory Committee Chair