

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

**September 29, 2025
1:03 PM – 3:17 PM (PDT)**

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 1:03 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 confirmed that there was a quorum of committee members.

Committee Members Present (In-person):

Lucian Stacy

Committee Members Present (Teams):

Lynn Carmichael
Ann Crowley
Chris Gate
Joseph Lundeen
Breanne Matsuura

Committee Members Absent:

Steve Myers

CDFA-DMS:

Cameron Perez
Samuel Ferris
John Larkin
Matt Douglas

Other Participants (if identified):

Michael Krauthamer

Presenter(s):

Samuel Ferris, CDFA-DMS

C. APPROVAL OF PRIOR MEETING MINUTES

Lucian Stacy asked the RSA Advisory Committee (Committee) members if there were any comments or edits regarding the minutes of the meeting held on June 10, 2025.

No comments were made.

Motion/Vote: To approve the meeting minutes of June 10, 2025, with no additional edits.

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

* Another committee member did not second this motion.

D. REPORTS AND INFORMATION (Informational)

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

a. CDFA-DMS reappointed Lucian Stacy and Chris Gate as of October 1, 2025.

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

Lucian concurred with the reappointments.

E. OLD BUSINESS (Discussion/Action by Committee)

1. **Webpage post** – Review the proposed language to be added to the [DMS RSA Listings](#) webpage to read: “*These Service Agents Have A Valid License But Are Not Authorized To Be A Service Agent Unless Employed By A Service Agency.*”

Breanne Matsuura recommended replacing the phrase, “...*Not Authorized To Be A Service Agent...*” with the phrase, “...*Not Authorized To Perform The Work Of A Service Agent...*” to clarify that they are still a service agent but cannot do the work of one. John Larkin and Lucian Stacy recommended, “...*Not Authorized To Perform The Duties Of A Service Agent...*” Other members agreed with no other recommendations.

Motion / Vote: To accept and use this proposed language.

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

2. Amendments to the Placed in Service Report – Lucian Stacy wanted to look at other states' reports and revise the California form to be more prescriptive like the ones from the Illinois Department of Agriculture. Chris Gate recommended there be a few different forms that cover a range of devices. Lynn Carmichael liked the idea of a separate form for scales. He is not sure whether counties would want to receive different forms. He also asked if there is a need to contact the county when a device is retired from service. Breanne Matsuura explained that it is helpful for her county to know of devices no longer in service, especially before the next assessment of registration fees is mailed to device owners, to prevent the owner from being incorrectly billed for that device. Joseph Lundeen claimed that some businesses have created their own modified Placed in Service Report to include more information than the current template. He recommended groupings of similar devices, such as: 1) propane, LNG, and CNG; or 2) retail motor fuel; or 3) EVSE on separate reports. Ann Crowley mentioned that NIST Handbook 44 requires the state to maintain device information, and a more comprehensive form would provide that information. Lucian Stacy recommended making the Placed in Service Report more prescriptive and creating a few forms based on similar device categories. Samuel Ferris asked whether the county sealers would actually take enforcement action on a service agent or service agency if the form were more prescriptive, yet the information was incomplete or incorrect. Breanne Matsuura and Joseph Lundeen expressed slightly different perspectives on their county's level of enforcement and the limited or streamlined resources needed to take that action. Joseph's county is active in taking this kind of enforcement action.

Motion / Vote: Recommend that DMS explore changing to a prescriptive Placed in Service method, with multiple device types with different Placed in Service Reports, and explore the regulatory changes necessary to move to that method, and the enforcement changes made to enforce that method.

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

3. Definition of Maintenance Location – Samuel Ferris presented unofficial draft language of how the definition for “maintenance location” may read in the future. See [DMS Meetings](#) webpage for the posted draft language. Ann Crowley asked about a resident technician (service agent) working without an office location (i.e., working from their home). Lynn Carmichael mentioned that his company has various service agents not at a maintenance location, as defined, throughout the state. Lucian Stacy mentioned that the draft definition seemed clear and that the technician’s property is not included in the definition. However, he asked whether or not a resident technician’s home location should be listed (on the registration) because test standards are kept there that may never be brought to a physical location owned by the service agency. Lynn Carmichael recommended that the service agent take his work vehicle and test standards to a county office of weights and measures to be inspected. Ann Crowley recommend adding a new definition for “dispatch locations” that could include the locations of a service agent working out of their home. The Committee requested DMS to present this language to CDFA Legal for further clarification.

Motion / Vote: None.

4. Amendments to the RSA Application and Cancellation Form – Samuel Ferris presented unofficial amendments to each form for the Committee to review. In Part E. of the application (page 3), Breanne Matsuura and Lucian Stacy explained the purpose of the second checkmark box, which allows a service agency to rely on the NIST traceable state- or county-owned test standard and test equipment. This would be when an RSA makes the appropriate repair and adjustments to the device and the county official, present at the time, would test that device using the county-owned test standard and test equipment. However, Breanne Matsuura made it clear that her county does not loan its test standards and test equipment out to service agencies to use without a county official being present to perform the test. For the third checkmark box, which allows for a service agency to use the certified test standards and test equipment owned by a third party, Lucian Stacy recommended that the third party’s agreement letter be notarized. Ann Crowley mentioned that in some states, a service agency must have the minimum amount of test weights needed to be able to test a particular scale according to Table 4 (a table adopted in NIST Handbook 44, Section 2.20. Scales, establishing the minimum weights needed to test each class of scale). Lucian Stacy added that there are no clear definitions for “sufficient” and “suitable” certified test standards. Samuel Ferris mentioned that DMS is aware that Table 4 is not technically adopted in California. If, in the future, it is adopted, it would resolve the issue of not having any working definitions of the terms “suitable” and “sufficient.”

Breanne Matsuura requested clarification on the differences between “Electric Vehicle Fueling Systems (EVFS)” and “EVFS (Device Manufacturer).” Samuel Ferris explained that an Electric Vehicle Fueling Systems (EVFS) RSA is a business that is registered to install and repair EVFS and can perform all aspects of a repair or installation in the field. An EVFS (Device Manufacturer) is a category being proposed in response to a recent DMS Notice ([D-25-01](#)) that allows an EVSE manufacturer to perform some of the tests in the factory, and the installation is performed by an EVFS RSA in the field. Breanne Matsuura recommended adding a clarifying statement to the application to explain the differences. Lucian Stacy recommended an instruction sheet for this application. Samuel Ferris explained that the final draft of this application will have pop-up fields with instructions for the user in lieu of an instruction sheet.

Motion / Vote: None.

5. “Repairs” Recommendation Paper –

Lucian requested feedback and recommendations from the Committee on this paper dated April 20, 2025. This paper is posted on the [DMS Meetings](#) webpage. The Committee voiced unanimous support with no further edits or recommendations.

Motion / Vote: Submit to CDFA.

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

F. NEW BUSINESS

1. **Additional Committee Officers** – Lucian Stacy introduced the need for additional committee officers, including a Vice Chair and/or secretary, and asked for the Committee's input. Lynn Carmichael inquired about whether a secretary can gain access to meeting recordings. He said he would want the minutes to be as accurate as possible, even if it took extra time to draft them. He then nominated Joseph Lundeen as a candidate for Vice Chair. Samuel Ferris confirmed that a committee secretary would have access to audio, video, and transcribed recordings.

Motion / Vote: Hold an election for a Vice Chair.

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

Nominations for Vice Chair:

- a. Joseph Lundeen (by Lynn Carmichael)
- b. Breanne Matsuura (by Lucian Stacy)

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

Tie vote: (3) Breanne; (3) Joseph; (1) Absent.

Joseph Lundeen recommended that the Committee postpone the vote until the next meeting. Lucian Stacy recommended that Lynn Carmichael be an interim Vice Chair until the next meeting.

New Motion / Vote: Lynn Carmichael becomes interim Vice Chair until one is elected.

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

2. Maximum Term Limits for Members and Officers – Lucian Stacy explained he has been reappointed several times and has served on the Committee for approximately seven years. Lynn Carmichael claimed there are two keys to consider: 1) the person wanting to participate; and 2) the value of that contribution to the Committee. He does not see value in limiting the terms. Chris Gate identified that there have been vacancies on the Committee for a while. He also feels that there is a learning curve in the first term and possibly for two or more terms. Limiting the term limits would not help with that.

Lucian Stacy recommended that other state agencies, like Caltrans, attend the meetings to offer their perspective on weights and measures. Breanne Matsuura and Joseph Lundeen recommended more outreach to increase interest. Joseph Lundeen also suggested that the Committee consider forming a set of bylaws. Lucian Stacy and Chris Gate expanded on ideas for outreach and correspondence from CDFA-DMS to generate interest in the Committee.

Motion / Vote: None.

3. Submitting Forms Only Online – This item was not discussed by the Committee.

Motion / Vote: None.

4. RSA Salaries – Samuel Ferris presented Internet research on the salary range of a gasoline pump technician. The research is posted on the [DMS Meetings](#) webpage. Lucian Stacy shared that his company hires technicians in the range of \$19.00 - \$41.00 per hour, depending on experience. Chris Gate asked about conducting a survey to determine the percentage of service agents who pay the examination fee versus their employers (service agencies) who pay it. Lucian Stacy and Chris Gate claimed their companies pay the examination fees for the service agent. Samuel Ferris added that adjusting for inflation and cost of living, the \$35 examination fee set in 1986 is about \$130 in 2025. Lynn Carmichael claimed the range was not accurate for his company. Ann Crowley added that the International Society of Weighing and Measurement (ISWM) conducts a national salary survey every two years. Her latest data showed that a technician with 1-2 years of experience makes \$30,390 per year; with 3-9 years of experience, it is \$46,971 per year; and with 10+ years of experience, technicians make \$65,618. Lucian Stacy mentioned that the next ISWM meeting is in March, and possibly ISWM could add a question to their national survey asking about who pays the licensing and examination fees for service agents.

Motion / Vote: None.

G. PUBLIC COMMENT

None.

H. NEXT MEETING AGENDA.

None.

I. ADJOURNMENT

Motion / Vote: To adjourn at 3:17 p.m.

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

Respectfully submitted:

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