

NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES

Wednesday, May 9, 2012

The North Dakota State Electrical Board meeting was called to order at 8:30 a.m. by acting President Earl Scherer at the office of the North Dakota State Electrical Board, 1929 N. Washington Street, Suite A-1, Bismarck, N.D. Members present: Karen Karls, Rodney Mayer and Ben Koppelman. Also present, James Schmidt, Executive Director, and Paula Glass, Office Manager.

Acting President Scherer asked for further Agenda items to appear at this meeting. Mr. Scherer informed the Board of a new format for a newsletter; Ms. Glass indicated she received an application from JATC for continuing education approval, applications for a Journeyman license from Richard Weaver and Dan Schultz, to discuss further the Idaho reciprocal license agreement; and that each Board should have a booklet from Faith Technologies; and Mr. Schmidt announced Alex Martushev was unable to attend. There being no further Agenda items, it was motioned by Ben Koppelman and seconded by Karen Karls that the Agenda, as amended, be approved. Motion carried.

Mr. Schmidt reviewed the new design of the Board Agenda, which includes consent items. Mr. Koppelman informed the Board that the financials should not be included in the consent items. It was motioned by Ben Koppelman with exception of financials and seconded by Karen Karls that the consent items, as amended, be approved. Motion carried.

Monthly vouchers and financial reports were reviewed. It was motioned by Rod Mayer and seconded by Ben Koppelman that the monthly vouchers and financial reports be approved. Motion carried.

Mr. Schmidt reported that the Minot apartment lease is currently month to month, and that it is no longer needed. Mr. Schmidt updated the Board as to the details on the lease with the Williston apartment.

Mr. Schmidt proposed a tool allowance for inspectors. Mr. Scherer proposed providing Fluke CAT-4 volt meters. It was motioned by Ben Koppelman, with discussion, and seconded by Karen Karls to upgrade to CAT-4 meters and provide a \$200.00 tool allowance for new inspectors and all inspectors on July 1, 2013. After discussion, Ben Koppelman withdrew his motion, and Karen Karls withdrew her second. Mr. Koppelman proposed that the meters are to be owned by the Board. Mr. Koppelman motioned and Rodney Mayer seconded that the meters be owned by the Board and provided as part of safety-related equipment and that all inspectors receive the \$200.00 tool allowance effective July 1, 2012. Motion carried.

The Board recognized Vern Hertz for 21 years of service.

At 9:30 a.m., Peter Horner and Lynn Johnston of Energy Tech and Lyle Wergeland, Director of Inspections, entered the meeting. It was reviewed what is required of Energy Tech and its employees for obtaining an electrician's license. The Board reviewed wiring certificates issued and work hours of employees contributed to these wiring certificates. Ben Koppelman motioned, with discussion, and Karen Karls seconded that the Board will conditionally approve hours to be counted if Energy Tech implements an apprenticeship training program that would satisfy employees' hours counting towards an electrician's license, as well as file certificates for all work done in North

Dakota with proper job descriptions, including documenting all out-of-state work. Ben Koppelman amended motion and Karen Karls seconded to include at a future Board meeting that the Board may consider granting Energy Tech's apprentices full credit for their time. Motion carried. Mr. Horner was invited to a future Board meeting to review what they have implemented or proposed for training.

At 10:15 a.m., Peter Horner and Lynn Johnston left the meeting.

The Board recessed for a short break.

At 10:30 a.m., the Board reconvened. Scott Porsborg, Special Assistant Attorney General, Kathy Ibach of Kathy Ibach Strategies, and Mike Lund, Electrical Inspector, entered the meeting.

Mr. Schmidt informed the Board that Alex Martushev was unable to attend due to a commitment. Mike Lund displayed pictures of corrections not being done properly, which is in violation of Mr. Martushev's probation. Since Mr. Martushev did not renew his North Dakota Master license, the Undertaking fund may need to be used to finish up jobs and corrections.

Tim Krommenhoek and Ashley Windhorst entered the meeting at 11:00 a.m.

Mr. Porsborg suggested either sending Mr. Martushev a letter to revoke his license or addressing these issues with an administrative law judge. Mr. Krommenhoek, appearing as a representative on behalf of Alex Martushev, informed the Board that Steven Bangeman, a North Dakota Master, will be issuing wiring certificates to certify the outstanding corrections. Discussion took place on work being done or new projects being started without Mr. Martushev holding an active North Dakota Master license.

At 11:55 a.m., Ben Koppelman motioned and Karen Karls seconded to enter into Executive Session. Tim Krommenhoek left the meeting.

At 12:05 p.m., Karen Karls motioned and Rodney Mayer seconded to end the Executive Session. Mr. Krommenhoek entered the meeting.

Rodney Mayer motioned and Ben Koppelman seconded that Alex Martushev's North Dakota Master license is hereby suspended indefinitely until all corrections/deficiencies are corrected, and that Mr. Martushev appear at the next Board Meeting in July, 2012. Motion carried. Mr. Porsborg informed the Board and Mr. Krommenhoek that any new certificates will have to be reissued under a new Master electrician. Mr. Porsborg will send a letter to Alex Martushev.

Kathy Ibach reported on a proposed employee handbook, and that the Board has discretion to set policy. Ms. Ibach recommended establishing a subcommittee to meet to finalize and present a draft to the Board. The subcommittee shall consist of James Schmidt, Kathy Ibach and Earl Scherer. This handbook should set a clear and consistent application of policy to all employees. Mr. Koppelman indicated that James Schmidt as Executive Director is responsible for employee issues, but that this general policy is to be used as guidance.

At 12:45 p.m., Kathy Ibach left the meeting.

James Schmidt inquired of the Board and Mr. Porsborg concerning open records laws on electrician directories provided to various sources. Mr. Mayer proposed eliminating certain fields from the

website on a search of electricians. Due to non-segregation of personal versus business addresses, a policy will need to be developed on what will be allowed.

Paula Glass informed the Board of three newly-hired inspectors for the western part of North Dakota, who are David Jaeger, Zachary Paetz and Steven Ciuffini.

Rodney Mayer requested that a policy be established for the name of the firm, Master electrician's name and/or license number on company-owned vehicles. Mr. Porsborg will research this issue to determine if an enforcement mechanism will be an issue.

The reimbursement of funds process shall be tabled at this time.

James Schmidt reported on matters involving Idaho and Alaska. At the January, 2012 meeting, the Board denied applications that need to be readdressed.

Paula Glass presented an application from Dan Scholz to be reviewed by the Board. The majority of Mr. Scholz's work experience is from Canada. It was motioned by Ben Koppelman and seconded by Rodney Mayer to deny Mr. Scholz's application. Motion carried.

Ms. Glass also presented an application from Richard Weaver for an electrician's license. The Board does not accept self-certification. It was motioned by Ben Koppelman and seconded by Karen Karls that Mr. Weaver's application is denied. Motion carried.

At 1:00 p.m., Scott Porsborg left the meeting.

At 1:05 p.m., the Board recessed for a short break.

At 1:20 p.m., the Board reconvened.

James Schmidt informed the Board that Randy Anderson of Nebraska called concerning the NERA meeting. Nebraska is considering dropping North Dakota from the NERA group because of the Board's new verification system. This item will be further discussed when James Schmidt and Ashley Windhorst attend the meeting in August, 2012.

Discussion took place concerning proposing and entering into a continuing education reciprocal agreement with the State of Minnesota. This item will be further discussed when James Schmidt and Ashley Windhorst attend the meeting in August, 2012.

Other topics discussed included office summer hours and possibly hiring another staff person to deal with continuing education classes, teach safety, etc. The Board directed James Schmidt to build a job description, if this position is warranted.

Rodney Mayer motioned and Karen Karls seconded to install a security system up to the proposed bid of \$5,000.00. Motion carried.

James Schmidt also informed the Board of adding to safety-related items for inspectors FR rated clothing. The Board directed Mr. Schmidt to research prices, etc.

The 2012-2013 budget was presented. Rodney Mayer motioned and Karen Karls seconded that the budget be approved, as presented. Motion carried.

James Schmidt, Paula Glass, Ashley Windhorst and Lyle Wergeland left the meeting at 4:30 p.m.

The Board reviewed and discussed wage adjustments, which includes cost-of-living and merit increases. It was motioned by Ben Koppelman and seconded by Karen Karls to approve wage adjustments. Motion carried. James Schmidt reentered the meeting.

There being no further business, it was motioned by Karen Karls and seconded by Earl Scherer that the meeting be adjourned. Motion carried.

The meeting adjourned at 5:15 p.m.

Date

Date

Earl Scherer, ACTING PRESIDENT

Karen Karls, SECRETARY