

# **NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES**

Wednesday, March 29, 2017

The North Dakota State Electrical Board meeting was called to order at 8:30 a.m. by President Rodney Mayer at the office of the North Dakota State Electrical Board, 1929 N. Washington Street, Suite A-1, Bismarck, N.D. Members present: Kyle Miller and Tom Paulson. Also present: James Schmidt, Executive Director; Ashley Windhorst, Administrative Assistant; Scott Porsborg, Special Assistant Attorney General, Curt Kasper, NECA; and Shawn Olson.

President Mayer asked for further Agenda items to appear at this meeting. Mr. Schmidt indicated to add Michael Guritz, inspection progress sheets, Power Limited update, WSI ergonomics evaluation of office staff, and Power-Over Ethernet. Motioned by Tom Paulson and seconded by Kyle Miller to approve the Agenda as amended. Motion carried.

President Mayer asked for any comments on the Consent Agenda items. Motioned by Tom Paulson and seconded by Kyle Miller to approve the Consent Agenda items. Motion carried.

At 8:30 a.m., Paula Glass, Office Manager, entered the meeting.

Shawn Olson appeared before the Board to discuss his past due corrections and outstanding invoice. Mr. Olson was instructed to email Mr. Schmidt by Friday, March 31, 2017 with a plan to clean up his outstanding certificates and corrections. If an email is not received, he will be held responsible for the full invoice. Mr. Schmidt also suggested Mr. Olson attend contractor orientation.

At 8:50 a.m., Shawn Olson and Paula Glass left the meeting.

Mr. Schmidt gave the Board a summary of contractor orientations and asked if the Board could adopt a policy to require or highly encourage business owners to attend orientation with the Master electrician. Motioned by Tom Paulson and seconded by Kyle Miller to approve office staff to require owners or a responsible representative and the contracting Master electrician of an electrical company to attend NDSEB orientation before engaging in electrical contracting in North Dakota. Motion carried.

Mr. Schmidt gave an update on the Administrative Rules. They were accepted and approved by the Attorney General's office. The Administrative Rules Committee heard testimony from the NDSEB office staff and we understand via email that the new rules are approved but are waiting for official confirmation. Due to SB 2310 passing which changes the minimum fees from \$300 to \$500, another administrative rule process will need to be held.

At 9:15 a.m., Paula Glass entered the meeting.

Paula reviewed the contracting Master and Class B licensees who are currently on hold. Majority have been placed on hold due to expired insurance; however, several are on hold for overdue corrections and outstanding invoices.

At 9:20 a.m., Rick Bitz entered the meeting.

Rick Bitz appeared before the Board to discuss his past due corrections and outstanding invoice. Mr. Bitz was instructed to email Mr. Schmidt by Friday, March 31, 2017 with a plan to clean up his outstanding certificates and corrections. If an email is not received the Board may hold a special meeting to discuss the future of Mr. Bitz's Master license. Mr. Bitz indicated he will do his best to get as many outstanding issues corrected immediately and that he no longer plans on contracting once all of his matters are taken care of. Mr. Bitz also indicated he will bring his 30 unused paper wiring certificates into the NDSEB office by Monday, April 3, 2017.

At 9:45 a.m., Doug Grinde, Director of Inspections, entered the meeting.

Discussion was had regarding the outstanding correction Mr. Bitz has on a job he did for National Oil.

At 9:50 a.m., Rick Bitz, Paula Glass, and Doug Grinde left the meeting. Michael Guritz entered the meeting.

Michael Guritz appeared before the Board to discuss his unregistered lost hours. Mr. Guritz failed to renew his registration; therefore, lost his hours worked from February 1, 2014 until January 10, 2016. After much discussion, the Board decided not to grant Mr. Guritz his unregistered lost hours.

At 10:00 a.m., Michael Guritz left the meeting.

Mr. Schmidt reviewed inspection progress reports which show the production and mileage overall and per district.

The Board reviewed 2017 employee evaluations and the 2017-2018 budget w/proposed potential wage adjustments. Motioned by Tom Paulson and seconded by Kyle Miller to approve all as presented. Motion passed.

At 11:00 a.m., the Board recessed for a break.

At 11:10 a.m., the Board reconvened.

Mr. Schmidt updated the Board on the Power Limited Advisory Committee which has been put together and the committee's first meeting has been scheduled. Further discussion was held on Power Limited licensing and Power-Over-Ethernet situations. Curt Kasper inquired if there were any vacancies on this committee and Mr. Schmidt indicated all positions have been filled.

Mr. Schmidt informed the Board a physical therapist who works with WSI came into the office and evaluated office staff for ergonomics. A report was provided with suggested changes. Workforce Safety & Insurance has a grant program to help with the cost.

Mr. Schmidt gave an update on repairing the current reporting system. Testing is currently being completed again. Mr. Schmidt also has a meeting scheduled with ITD to discuss hosting the NDSEB email and servers.

Scott Porsborg, Special Assistant Attorney General, provided an update on the Davenport Group.

At 11:45 a.m., Doug Grinde entered the meeting.

Doug Grinde reviewed the number of incoming vs. outgoing certificates. Currently working on getting past due skid corrections cleaned up. Discussion was had on setting up a better procedure for submitting skid forms to NDSEB office. Old certificates are getting caught up.

At 12:05 p.m., Doug Grinde left the meeting, and Scott Halle, Training & Compliance Administrator, entered the meeting.

Scott Halle has the 2017 CEU classes set up and scheduled with registration hopefully opening within the next week or so. The 2017 classes will be on the Analysis of Changes. There will also be a portion of the class that reviews the new ND Wiring Standards due to the reorganization of the booklet. The 2018 CEU class dates have all been tentatively scheduled. Scott is working on putting together an oilfield class for June or August. Scott continues to answer code questions from contractors and inspectors and also continues to review continuing education classes for approval. College curriculums were also reviewed and compared recently for the electrical programs.

The next regular meeting of the Board will be May 24, 2017.

There being no further business, it was motioned by Tom Paulson and seconded by Kyle Miller to adjourn the meeting. The meeting was adjourned at 12:20 p.m.

---

Date

---

Rodney Mayer, PRESIDENT

---

Date

---

Tom Paulson, SECRETARY