

NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES

Wednesday, September 12, 2012

The North Dakota State Electrical Board meeting was called to order at 8:34 a.m. by 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, Ben Koppelman and Kyle Miller. Also present: James Schmidt, Executive Director; Paula Glass, Office Manager; and Renee Pfenning.

President Scherer asked for further Agenda items to appear at this meeting. Mr. Schmidt informed the Board of additional agenda items concerning the North Dakota Chapter IAEI Meeting, upcoming 2013 State-sponsored CEU classes and proposed NDSEB 2013 calendar item dates. Mr. Schmidt added corrections to Agenda regarding Craig Thornby and Ira Downs. Rodney Mayer questioned topic item 4(d) concerning job descriptions; and Ben Koppelman added rebate idea for inspection fees. There being no further Agenda items, it was motioned by Ben Koppelman and seconded by Rodney Mayer that the Agenda, as amended, be approved. Motion carried.

President Scherer asked for any comments on the Consent Agenda items. Paula Glass suggested providing the Board with an aggregate summary of applications approved and exam results due to the volume of applications being received and exams taken. It was motioned by Ben Koppelman and seconded by Rodney Mayer to approve the Consent Agenda items, with Ms. Glass's suggestion approved. Motion carried.

Mr. Schmidt informed the Board of the proposed employees that will attend the Western Section IAEI meeting in Fort Smith, Arkansas on September 16-19, 2012. Lyle Wergeland, Mitch Feininger and David Paul have been approved to attend this meeting.

Mr. Schmidt informed the Board that he and Ashley Windhorst attended the NERA (Multi-State) meeting in Lincoln, Nebraska in August, 2012. There were approximately 12-14 state representatives and North Dakota was an agenda item. North Dakota has changed its licensing process for electricians to qualify for a license, and the other states were concerned about the process. A pre-test option was also discussed. Wisconsin expressed a desire to join the group, and Wyoming is in the process of hiring an inspector for the oil field inspections and is interested in entering into a reciprocal agreement with North Dakota in the future.

The new look and format of the Newsletter was discussed.

Mr. Schmidt informed the Board the matter involving Craig Thornby had been resolved.

At 9:30 a.m., Scott Porsborg, Special Assistant Attorney General, entered the meeting.

The matter of Dan Scholtz's application was brought before the Board to reconsider. The Board does not believe experience in Canada is similar to the licensing and inspection process to qualify for a North Dakota license.

Mr. Schmidt provided an update to the Board concerning the administrative rule change proposal. Mr. Mayer asked if there was any recourse if the rule is violated. Mr. Porsborg stated that there is legal recourse. It was motioned by Ben Koppelman and seconded by Rodney Mayer to approve the additional language in Administrative Rule 24-02-01-02(3) as proposed and written. Motion carried.

Mr. Schmidt informed the Board that Ira Downs has requested to appear at the next regular Board meeting.

Discussion took place concerning fee rebates and reserve funds. Mr. Porsborg informed the Board that there is nothing in the administrative rules or code that references this matter. Ben Koppelman was concerned that this may affect future budgets because of accrued versus cash-based information. Mr. Schmidt presented a budget comparison and indicated to look at the options based on fiscal year end.

At 10:20 a.m., the Board recessed for a short break.

At 10:30 a.m., the Board reconvened, and Lyle Wergeland, Director of Inspections, entered the meeting.

Mr. Wergeland reviewed the district reports and discussed the workload of inspectors, and the possibility of sending inspectors to other areas to help out increased work areas.

At 10:55 a.m., Kathy Ibach of Kathy Ibach Strategies entered the meeting.

Mr. Wergeland also informed the Board of a proposed administrative rule change by the City of Bismarck to obtain jurisdiction.

At 11:05 a.m., Lyle Wergeland and Paula Glass left the meeting.

Kathy Ibach presented to the Board employee job descriptions. It was motioned by Rodney Mayer and seconded by Kyle Miller to approve the employee job descriptions. Motion carried.

Ms. Ibach also presented a revised employee handbook.

At 11:45 a.m., Alex Martushev entered the meeting.

Mr. Porsborg reviewed and discussed certain sections of the handbook concerning retention and recruitment. It was motioned by Ben Koppelman and seconded by Rodney Mayer to approve the employee handbook, as amended, effective December 1, 2012. Motion carried. Mr. Schmidt was instructed to distribute and obtain comments and present them at the next Board meeting.

At 12:25 p.m., the Board recessed for a break, and Kathy Ibach left the meeting.

At 12:50 p.m., the Board reconvened, and Michael Lund, District 7 Inspector, Lyle Wergeland and Paula Glass entered the meeting.

Mr. Schmidt presented an analysis of the status of Alex Martushev's wiring certificates and correction reports. Determination would need to be made if the Undertaking fund needs to be used. After much discussion, it was motioned by Rodney Mayer and seconded by Karen Karls to use the

Undertaking fund to finish up the wiring certificates and/or corrections under Mr. Martushev's license. Motion carried.

Mr. Martushev inquired about obtaining his Journeyman license. Once the amount has been determined and taken from the Undertaking fund, this amount would need to be reimbursed by Mr. Martushev, and in the meantime, any advertising on his vehicles need to be removed.

At 1:20 p.m., Alex Martushev left the meeting.

At 1:40 p.m., Scott Porsborg left the meeting.

Mr. Wergeland continued with his district reports. He stated that Richard Krause took over Vern Hertz's district, and Zachary Paetz has been helping Mitch Feininger. Michael Lund may receive assistance from Richard Wolfe and other inspectors to get his number down.

There being no further business, it was motioned by Rodney Mayer and seconded by Ben Koppelman that the meeting be adjourned. Motion carried.

The meeting adjourned at 2:30 p.m.

Date

Date

Earl Scherer, PRESIDENT

Karen Karls, SECRETARY