

NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES

Thursday, September 21, 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: Tom Paulson, Mark Christopher, and Ben Koppelman. Members absent: Brad Sylliaasen. Also present: James Schmidt, Executive Director; Ashley Windhorst, Administrative Assistant; Scott Porsborg, Special Assistant Attorney General; and Austin Lafferty, Special Assistant Attorney General.

President Mayer asked for further Agenda items to appear at this meeting. Mr. Schmidt indicated to add Tom Crawford, Rick Moore comments, state vehicle operators, and maintenance work. Mr. Mayer asked to add code of ethics for employees and Board members.

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

The meeting attire policy was reviewed and no changes were necessary at this time.

Mr. Schmidt gave an update on the Board staff continuing to work with Joel Aslakson to test and implement the reporting system. Testing by an inspector is also underway. The program continues to become closer to implementation.

Mr. Schmidt asked Board members to review the 2018 calendar prior to the next meeting.

Mr. Schmidt informed the Board there were no disconnects of service completed.

Mr. Schmidt reviewed the outstanding and non-responsive contractors who have not renewed their licenses. The majority are from out of state. Discussion was had on whether or not to continue assessing the fifty dollar past due fees each month.

At 8:50 a.m., Ed Christian, NECA, and Paula Glass, Office Manager, entered the meeting.

Paula reviewed the current procedures and timeline of events when a contractor becomes non-renewed and/or non-responsive. Discussion was had on how long the Board should wait prior to contacting a homeowner regarding outstanding corrections. The Board decided to add a statement to all invoices for past due corrections that no response will result in the homeowner being notified. When the third invoice goes out to the contractor for outstanding corrections, the homeowner will be copied notifying them out the outstanding past due corrections.

At 9:35 a.m., Paula Glass left the meeting.

Mr. Schmidt informed the Board that he continues to work with ITD to get the server switched over and there is a meeting scheduled for next week.

The Board reviewed the three Administrative Rule proposals. No public or written comments were received. Motioned by Tom Paulsen and seconded by Mark Christopher to approve the three proposals. Motion carried.

Mr. Schmidt informed the Board that Brady Martz is coming in next week to perform an audit.

Mr. Schmidt discussed the employee handbook. The handbook was last approved in 2012. Mr. Schmidt is working with Kathy Ibach to update the handbook.

Mr. Mayer discussed code of ethics for employees and Board members. Mr. Mayer asked that Mr. Schmidt research what other Boards have in place for code of ethics so the Board can review and adopt a code of ethics.

Mr. Schmidt gave a report of his attendance of the NERA meeting in August.

Mr. Schmidt provided an update on the Power Limited Technician. It continues to be a work in progress and he has asked inspectors and others to get input and feedback from contractors.

At 10:05 a.m., the Board recessed for a short break.

At 10:15 a.m., the Board reconvened. Doug Grinde, Director of Inspections, entered the meeting.

Mr. Schmidt indicated Tom Crawford ended his employment with the Board.

The Board reviewed the email received from Rick Moore.

The Board reviewed the State Vehicle Operator policy.

It was noted that Brad Sylliaasen may not be able to continue serving as Board Member due to his residency.

The Board reviewed and discussed electrical maintenance work. Feedback and research will be compiled to review at a future Board meeting.

At 11:00 a.m., Scott Porsborg and Austin Lafferty left the meeting.

Doug Grinde provided an update on himself, Zach Paetz, and Richard Krause attending the Western Section IAEI meeting in Nebraska this week. Doug then reviewed district reports and the number of incoming vs. outgoing certificates. Older than one year certificates continue to get cleaned up and more rough-in inspections are being completed also.

At 11:15 a.m., Doug Grinde left the meeting. Scott Halle, Training Administrator, entered the meeting.

Scott Halle provided an update on the 2017 CEU classes. Class numbers continue to be consistent with the prior year's attendance. Scott continues to review continuing education classes for approval. Scott is also working on putting together more code classes. The ND Chapter IAEI meeting is October 19-20, 2017.

At 11:22 a.m., Scott Halle left the meeting.

The next regular meeting of the Board will be November 15, 2017.

There being no further business, it was motioned by Tom Paulson and seconded by Mark Christopher to adjourn the meeting. The meeting was adjourned at 11:22 a.m.

Date

Date

Rodney Mayer, PRESIDENT

Tom Paulson, SECRETARY