

NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES

Wednesday, July 13, 2011

The North Dakota State Electrical Board meeting was called to order at 9:00 a.m. by President James Schmidt at the office of the North Dakota State Electrical Board, 1929 N. Washington Street, Suite A-1, Bismarck, N.D. Members present: Earl Scherer, Ben Koppelman and Karen Karls. Also present was Scott Porsborg, Special Assistant Attorney General, Ashley Windhorst, Paula Glass, Lyle Wergeland and Don Offerdahl.

President Schmidt turned the meeting over to Special Assistant Attorney General, Scott Porsborg, for the election of President. Scott Porsborg called for nominations for President. Motioned by Karen Karls and seconded by Ben Koppelman to nominate James Schmidt as President. There being no other nominations, motion carried. Scott Porsborg asked for nominations for Vice President. Motioned by Ben Koppelman and seconded by Karen Karls that Earl Scherer be nominated for Vice President. There being no other nominations, motion carried. Scott Porsborg asked for nominations for Treasurer. Motioned by Ben Koppelman and seconded by Earl Scherer to nominate Rodney Mayer for Treasurer. There being no other nominations, motion carried. Scott Porsborg asked for nominations for Secretary. Motioned by Earl Scherer and seconded by Ben Koppelman to nominate Karen Karls for Secretary. There being no other nominations, motion carried. Mr. Porsborg turned the meeting back over to President Schmidt.

President Schmidt asked for further Agenda items to appear at this meeting. President Schmidt indicated he had additional items regarding inspector positions and districts. Paula Glass indicated she had additional items regarding the Western Section IAEI meeting, Carl Martin update, Steven Smiddy application, status of audit, information about the Minnesota Electrical Board, and the procurement RFP for human resource services. There being no further Agenda items, it was motioned by Karen Karls and seconded by Earl Scherer that the Agenda, as amended, be approved. Motion carried.

President Schmidt congratulated Earl Scherer on his reappointment to the Board.

Paula Glass reviewed the monthly vouchers and financial reports. She reported details for increases and decreases. President Schmidt indicated the need to budget for safety clothing for inspectors. Ben Koppelman indicated budgeting for an additional inspector position and possibly iPads for the Board. Motioned by Earl Scherer and seconded by Ben Koppelman to approve the financial reports. Motion carried.

The Board reviewed the felony on Steven Smiddy's application for electrician's license. It was the decision of the Board to have Mr. Porsborg write a letter denying the application due to a cease and desist order issued to Mr. Smiddy on June 16, 2011. Motioned by Ben Koppelman and seconded by Earl Scherer to have a letter sent asking Mr. Smiddy to appear before the Board for reconsideration of his application. Motion carried.

Cease and desist letters were presented to the Board concerning: Scott Smiddy, Rexburg, ID; Mark Huggins, Ross, ND; David Api, Glendive, MT; Rod McGalliard, Killdeer, ND; John Aversano, Williston, ND; Craig Juliano, Livingston, MT; and Randy Higgins, Manderson, WY. Having received no communication, it was motioned by Karen Karls and seconded by Earl Scherer that cease and desist orders be sent to these individuals. Motion carried.

The Board reviewed the e-mail sent to the Board by Tom Rodgers of IBEW 714 regarding unlicensed/out of ratio individuals working in North Dakota. Paula Glass will send a response letter.

The Board discussed posting Board Meeting Minutes on the website. Paula Glass will look into posting the Minutes and review how many years could be posted.

President Schmidt gave an update on the status of the Director of Inspections' position. Three applications were received from the following inspectors: Lyle Wergeland, David Paul, and Mitch Feininger. At this time, the interview questions are still being finalized. The Board discussed having an outside source interview the candidates along with James Schmidt and Earl Scherer.

At 10:00 a.m., the Board recessed for a short break.

At 10:15 a.m., the Board reconvened. George McIntyre entered the meeting. The Board reviewed George McIntyre's Application for an Electrician's Journeyman License. Motioned by Earl Scherer and seconded by Ben Koppelman to approve Mr. McIntyre for the Journeyman exam. Motion carried.

At 10:25 a.m., George McIntyre left the meeting.

President James Schmidt informed the Board the Executive Director position has been placed on hold until the Director of Inspections' position is filled.

Scott Porsborg updated the Board on the process of him and Paula Glass working with State Procurement to extend the Kathy Ibach contract. Motioned by Ben Koppelman and seconded by Karen Karls to approve the Procurement RFP when it's completed. Motion carried.

The Board reviewed and discussed the Turtle Mountain Community College Residential Electric Program. It was the decision of the Board not to accept the degree at this time.

The Board discussed attending the National Electrical Reciprocal Alliance (NERA) meeting in Iowa, August 1-2, 2011. It was decided North Dakota will most likely only be attending via teleconference.

Lyle Wergeland gave an update on the flooding. Lyle explained the one-stop licensing table which has been set up at Job Service in Minot. It was discussed if we would hire someone to work at the table to represent the State Electrical Board and what we would pay. It was motioned by Ben Koppelman and seconded by Karen Karls to pay \$12.00 per hour if a temporary person was hired. Motion carried.

Paula Glass reviewed with the Board the request she received regarding needing an inspector at the State Fairgrounds in Minot. After review and discussion, it was decided the Electrical Board doesn't meet what they are requesting; therefore, they will need to seek other sources, such as an engineer.

Lyle Wergeland informed the Board that Minot City Inspector, Ross Rubbelke, has been given the authority to hire eight additional inspectors to help inspect flood damage in the city.

The Board discussed the State of Minnesota shutdown and how the licensing applications involving reciprocity with Minnesota should be handled since we have no contact to verify the appropriate license information. It was the decision of the Board to approve these applications if and based on the statements in their applications and proof of a current license through Minnesota's website. The approved applicants will be sent a notice that the license will be revoked if they do not meet the requirements once the license information can be verified with the State of Minnesota.

President Schmidt announced the new City of Fargo Electrical Inspector is Chad Lemar.

The Board reviewed William Grundel's application. It was the decision of the Board to request additional information, such as letters from inspectors who have inspected work done by Mr. Grundel. If this information is obtained, the Board will review the application at its September 14, 2011 meeting. Motioned by Earl Scherer and seconded by Karen Karls to deny Mr. Grundel's application until more information is available for review. Motion carried.

The Board reviewed Russell Thompson Jr.'s application. Motioned by Ben Koppelman and seconded by Earl Scherer to approve Mr. Thompson Jr.'s application for the Journeyman exam. Motion carried.

Paula Glass updated the Board that the new inspector, Carl Martin, will be starting on August 1, 2011.

The Board discussed hiring a temporary inspector. Motioned by Ben Koppelman and seconded by Earl Scherer to advertise for a temporary inspector position. Lyle Wergeland will look at certificate numbers and determine an area for this inspector. It may turn into a roaming inspector position versus having a designated area depending on the certificate numbers. Motion carried.

The Board discussed the upcoming Western Section IAEI Meeting. It was decided that Lyle Wergeland, Mike Lund, Scott Halle, and Josh Wilson will be asked to attend the meeting. Lyle will communicate with the selected individuals if they are interested in attending.

Minutes were presented from the May 11, 2011; May 20, 2011; June 13, 2011; and June 16, 2011 Board Meetings. Motioned by Ben Koppelman and seconded by Karen Karls that the Minutes of these meetings be approved, with minor grammatical amendments. Motion carried.

The Board reviewed the 2011-2012 proposed budget. Motioned by Ben Koppelman and seconded by Earl Scherer to approve the budget as amended. Motion carried.

Earl Scherer gave the Board a report about his meeting with employees at the June Inspectors' Meeting.

At 1:40 p.m., Ben Koppelman left the meeting.

The Board discussed having Earl Scherer or another Board Member attend each Inspectors' Meeting for a short time.

President Schmidt sent an update status e-mail out to employees.

Lyle Wergeland reviewed the district reports with the Board.

The Board reviewed the Office Manager position/title and wage. At 2:30 p.m., it was motioned by Earl Scherer and seconded by Karen Karls that the Board enter into Executive Session for attorney client privileges and negotiations. Motion carried. Paula Glass, Ashley Windhorst, Lyle Wergeland, and Don Offerdahl left the meeting.

At 3:15 p.m., it was motioned by Earl Scherer and seconded by Karen Karls to end the Executive Session. Motion carried. Paula Glass, Ashley Windhorst, Lyle Wergeland, and Don Offerdahl entered the meeting. The Board reviewed with Paula Glass her wage adjustment as Office Manager.

Don Offerdahl asked the Board if in his 27 years of working for the State Electrical Board he did the Board any good. President Schmidt reviewed the licensing requirements and procedures that are in place today were a big part of what he accomplished.

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 3:35 p.m.

Date

Date

James Schmidt, PRESIDENT

Karen Karls, SECRETARY