

NATIONAL CABLE SPLICING CERTIFICATION BOARD

MEETING MINUTES

NOVEMBER 5, 2009

SALT RIVER PROJECT FACILITY
PHOENIX, AZ

Thursday November 5, 2009

Opening and Welcome:

Steve Anderson, President

Steve Anderson called the meeting to order at 8:30 AM

Welcome from Host

Vern Breuer welcomed the board and introduced his manager, Wayne Wisdom, who shared SRP's vision for the NCSCB and how the board's certification would be an asset to SRP.

Introductions: The following attendees introduced themselves to begin the meeting: Tom Moore, Kathy Young, Vern Breuer, Bill Burnet, Dale Merson, Mike Dyer, Bob Baird, Brian Inberg, Ed Mings, George Arhos, Carley Abner, Steve Anderson, Mike Iacobellis, Jereme Wilson, Ed Pulaski, Glenn Wilson and Wayne Wisdom

Review of July 2009 Meeting Minutes – Tom Moore

The review of the minutes from last meeting was postponed until later in the meeting.

Review Voting Protocol – Mike Iacobellis reviewed the names of those who had paid their dues and who would be eligible to vote at this meeting.

The following members have paid their 2009 NCSCB Inc. Dues and are eligible to vote on any motion(s) presented to the board.

Bob Baird	IEC	Alternate	John Masarick
Jerry Westerholm	IBEW	Alternate	Jack Heyer
Steve Anderson	NJATC		
Brian Inberg	3M	Alternate	
Frank McGovern	Pireli	Alternate	Ed Pulaski (Ripley)
Kory Schindler	Xcel	Alternate	Vern Breuer (SRP)
Tom Moore	SRP	Alternate	None
Mike Dyer	SRP	Alternate	None
John Honigsberg	Private Service	Alternate	Glenn Wilson
Dale Merson	Dvorak LLC	Alternate	None
Carley Abner	Public at Large		
Michael Iacobellis	Public at Large		
George Arhos	Cable Splicer	Alternate	Jereme Wilson
Bill Burnet	Tyco Electronics		

Review of last meeting minutes – Postponed until later in the meeting.

Motion was made by Mike Iacobellis to replace Jack Heyer with Ed Ming as the IBEW board representative.

Motion seconded by Tom Moore.

President Steve Anderson called for the vote: all Ayes with none apposed.

Motion was made by Bill Burnet to replace Mary Germershausen with Bill Triplett as the NECA board representative.

Motion seconded by Brian Inberg.

Present Steve Anderson called for the question: all Ayes with none apposed.

NCSCB Update – Steve Anderson

• Communications / Meetings

- **Tom Moore** discussed how positive it has been for his wife to answer the NCSCB phone and how she is helping with the e-mail communications
- **Tom** also discussed the communication that was on-going with companies in Texas and New Jersey. It appears that there is some potential testing there.
- **Tom** said that he had also sent out several copies of the qualified person refresher material disc and that much of the interest in certification is being spread by word of mouth.
- **Bob Baird** discussed: 1. Getting articles written on jobs that would include mentioning the NCSCB, 2. IEEE papers, 3. Manufacturers new products that would include mentioning of the NCSCB, 4. Utilities could use the NCSCB as part of their training and safety.

• Website – What's New

- **Carley Abner** discussed the updated new splicer's, meetings posted, new logo, test information and Power Point that can be downloaded for the web-site (NCSCB.org)
- **Carley** also discussed the need to capitalize on the Nation Park story as it was relayed to us by a Fresno splicer.

• Overall State of the Organization

- President Steve Anderson stated that the financial structure to the organization is looking good for 2010.

• Executive Board Meetings – Vern B, Carley A

- Executive board meetings have been fairly regular at every two weeks.
- Vern Breuer discussed a proposal made to the executive board that the NCSCB should not require the written test be passed before taking the practical test. This would parallel the other national certification bodies. This will make the testing much more flexible and potentially create larger practical test exams.

• NEETRAC Meeting - Carley

- Carley met with Rick Hartline, director of NEETRAC, to discuss their support. He focused on the KSA's and how they would apply to their organization. He feels that if we can get a legal endorsement from NEETRAC, it will be a great benefit to the NCSCB.

July 9, 2009 Meeting minutes

- President Steve Anderson made the following corrections to the July 9, 2009 minutes:
 - Page 2 – The retesting fees state \$500.00, it should be \$595.00.
 - Page 3 Evaluators Compensation – Note: Plus certain travel expenses, such as rental cars, cabs etc., as may be approved by the test administrator.
- Motion made to accept the amended minutes was made by Bob Baird and seconded by Carley Abner.
- President Steve Anderson called for the question: All Aye, none opposed.

NCSCB Status Reports

Written Tests Update – Tom Moore

• Number Passed/Number for re-test – Location

- Tom discussed Pro-metrics and some of the issues that we have had with their performance. i.e. Not getting written exam notifications out in a reasonable amount of time, and the lack of statistical information given to the NCSCB
- Safety, cable, OSHA What test questions are in these areas that should be addressed?
- Tom discussed the poor performance in the Nashville written test.

- SRP recently received the written test and completed the practical testing for those who passed on 11/2-3/2009
- Upcoming Examinations
 - Tom discussed upcoming written tests scheduled for Waterbury, Connecticut. and ongoing discussions with two different firms in Hawaii.
 - SRP recently received the written test and completed the practical testing for those who passed on 11/2-2/2009.
- Locations Needing Test
 - He has also has some interest from Fresno, California as well as Texas.
 - Additional discussions have been ongoing with two different firms in Hawaii

Practical Examinations Update – Vern B

- Number Passed/Number for re-test – Location
 - Providence R.I. 1/17/09 8 tested – 5 passed
 - Providence R.I. 5/16/09 7 tested – 4 passed
 - San Bernardino, Ca. 10/16,17,18/2009 20 tested – 12 passed
 - SRP, Phoenix 11/2-3/2009 13 tested - 11 passed
- Upcoming Examinations
 - Currently practical testing is scheduled for December 11 & 12 in Chantilly, Va. At MC Dean
- Locations Needing Test
 - Based on the outcome of the Waterbury written test, there may be a written exam scheduled there in January.
- Vern discussed training with the manufacturers that occurred on November 4th and would continue on November 6th for the evaluators.
- Vern also discussed how much faster the applicants were that used tools verses those who used knives, string or other methods to prepare the cable. In California only 3 of the 18 test finished within the 4 hour limit. Nationally, very few are able to complete the practical exam within the 4 hour limit.

Discussion on the floor centered around the 4-hour time limit and was it enough for the practical exam or if it should be an automatic failure if the 4-hour limit was exceeded.

Bob Baird made a motion to inform applicants that the absolute cutoff is 5-hours.

Mike Iacobellis made an amendment to the motion that the cutoff is an absolute 5-hours which means stop and put the tools away.

Motion seconded by Tom Moore.

President Steve Anderson called for the question, all Aye and none opposed.

Mike Dyer recommended that the by-laws be changed to indicate that the practical test can be administered prior to the written test.

Hand Taped Practical Examination – Vern Breuer / Brian Inberg

- Ready to Launch
 - All Betas' have been completed and the hand taped practical exam is ready to go.
- Fees
 - \$595 for each evaluation
- Dates / Locations
 - The current plan is to schedule the first hand taped practical evaluation early next year(2010)

Brian Inberg made a motion to begin the hand tape practical evaluation next year.

Seconded by Tom Moore

Glenn Wilson amended the motion to add testing to be a maximum of 5 hours and the fee to be \$595.

Seconded by Tom Moore

President Steve Anderson called for the question. All Aye, none opposed.

Brian Inberg made a motion to allow a range between 1/0 and 4/0 tape shielded cable for the hand tape exam.

Seconded by Jereme Wilson

President Steve Anderson called for the question. All Aye, none opposed.

Practical Examination Evaluator Update – Steve A and Vern Breuer

- New Practical Examination Evaluator Plan
 - The current practical examiners are Tom Moore, Jereme Wilson, Glenn Wilson, George Arhos, Melvin Crowe, Kevin McHugh and Vern Breuer.
 - Those who participated in the Hand tape Beta tests will be used as the practical examiners for the hand taped practical examination.
 - Evaluator training sessions were suggested to be at board meeting to save on expenses. Lodging and transportation reimbursement after first testing was suggested by Bob Baird. There was a lot of discussion surrounding the reimbursement of evaluator trainees.
 - Immediate compensation for training and they agree to work as an evaluator within in12 months.
 - 50% of the fee that perspective evaluators present to the board and agree to reimbursement for travel and lodging expenses and the other 50% after first (1st) evaluation.
 - Carley suggested waiving the certification fee until the first evaluation test, and still pay airfare and motel expenses. It was suggested that at least twelve (12) people needed to test in order to break even.
 - It was also suggested that evaluators have a minimum of 5 years experience before being considered as evaluators.

Motion was made by Jereme Wilson that perspective evaluators presented to the executive board to agree to reimbursement for travel and lodging.

Motion was seconded by Mike Dyer.

President Steve Anderson called for the question. Aye's won, 2- opposed.

Review Cost and Fees of Examinations – How is this working so far – Vern, and Steve

The cost of all practical examinations is recommended to be \$595 for first test and \$395 if the applicant has to retest on one or two segments of the test. If all three segments are failed, a fee of \$595 will be charged. Currently the \$595 fee is covering all costs and allowing some money to be put aside for other expenses. Most of the material is being donated, at this time. If this trend were to change, the fee structure would have to be evaluated.

Marketing

Carley Abner made a motion to accept the new logo.

Seconded by Jereme Wilson

President Steve Anderson called for the question. All Aye, none opposed.

Mike Iacobellis stated that 3M needed to release the old logo.

Mike Iacobellis will get a trademark for the new logo.

Bob Baird recommended Christmas cards with the new logo.

NCSCB Status Reports

Financial Report – Mike Iacobellis

- Update Current Financial Status

- Operating Capital Needed
 - Identify Capital Needs
 - Capital needs will be approximately \$30,000 per year for taxes, insurance and attorney fees. Anything above \$30,000 will be used for trade shows and training.

- Dues Structure
 - Review executive Board Proposal
 - The dues for next year must be in by February 10th 2010.

New Business Plan Update – Vern B/Tom M

- Status of Needs

A motion was made by Carley Abner that the financial report by Mike Iacobellis be accepted.

Seconded by Bob Baird

President Steve Anderson called for the question. All Aye, none opposed.

Communications Update – Carley and Tom Moore

- News Letter
- Articles for Website/News Letter
 - Splicing Tips
 - Industry Related News

Marketing the NCSCB – Bill Burnet

Marketing needs to focus on utilities, wind farms.

Bill recommended that we have logo stickers and shirts to purchase by the end of the year.

Dues Structure – Carley Abner

Carley suggested that the NCSCB set up the dues structure similar to other national certifying organizations which require annual membership dues recertification rather than recertification after 3 years as is our current plan. There would be an annual fee which would stabilize our income at a predictable level.

President Steve Anderson appointed a committee comprised of Carley Abner, Mike Iacobellis, Dale Merson, and Vern Breuer to discuss a plan for renewal dues and have conference call before the next board meeting.

A motion was made by Jereme Wilson to adopt a fee structure for the 2010 dues per proposal made by Vern Breuer at the last board meeting. Manufactures - \$1500, Individual memberships - \$250 instead of \$500, Associate membership - \$75.

Seconded by George Arhos

President Steve Anderson called for the question. All Aye, none opposed.

Old Business

Review Board of Director Terms

Status of “Boiler Plate” language for Master Specifications -

Membership/Associate

New Business

A motion was made by Carley Abner to send a plaque to John Honigsberg for appreciation of his service to the NCSCB.

Seconded by George Arhos

President Steve Anderson called for the question. All Aye, none opposed.

Bill Burnet suggested to do a new flyer form with the new NCSCB logo to promote safe controlled cable splicing.

New Products for Kit Practical Examination

Tom Moore discussed product interchangeability and incorporating various manufactures in the practical testing process.

Tom stressed that we do not do training. We focus on the K,S,A's

Financial Discussion/Ideas for continued support and growth – Operating Capital – Carley A/Tom M
Outreach and Public Information

A motion was made by George Arhos to remove NETA and WE Energy from the board.

Seconded by Brian Inberg

President Steve Anderson called for the question. All Aye, none opposed.

Executive Board to make decision for Secretary Position

A motion was made by Mike Jacobellis to amend by-laws to article 6 section B to increase the board by two (2) for manufactures and two(2) at-large members

Seconded by George Arhos.

President Steve Anderson called for the question. All Aye, none opposed.

Committee Needs – Committee Chairs

What do we need to do, to assist existing committees?

Open Discussion

Trade Show Participation/Industry Meetings

Identify Show/Meetings and assign members to attend

- ICUCE Show – Louisville, KY

Tom discussed the ICEEE show in Louisville. Will have to see what kind of response that we get, but it appears to be a very successful show.

- 2010 Shows we need to plan for
 - Tech Advantage February 12-14, 2010 Atlanta, Ga.
 - Electric West March 16-18, 2010 Las Vegas.
 - IEEE April 18-22, 2010 New Orleans, La.
 - NEECA October 2-5, 2010 Boston, Ma.
 - IEC November 26-29, 2010 Phoenix, Az.

Assign 2010 Meeting Dates/Locations/Hosts – Post on Website ASAP

- Possible change of Format
- Schedule Spring/Fall Meeting
 - The next board meeting will be April 26, 27, 28, 2010
 - The fall meeting is scheduled for November 3, 4, 5, 2010

- The meeting places are yet to be determined.

New Business for the next meeting:

- Wind farms
- Certification 35KB

Acknowledge Host

Adjournment at 4:30

Respectfully submitted,

Kathy Young