



**DATE:** February 19, 2015

**TO:** James Brown  
Warren Coklow  
Michael Cronk Jr.  
Ray Litt  
Ric Preuss  
Marian Swint

**FROM:** Bert McAlister, Acting Chairman

**RE:** **BOARD OF ELECTRICAL EXAMINERS MEETING**

**AGENDA**

1. Approval of the minutes of the last meeting
2. Board Hearings
  - David Vance: Journeyman Exam Applicant
3. Board Considerations
  - Marcellous Bankston
  - Michael Warren-Accommodation Request
4. Applications for Approvals and Reviews
5. Correspondence
  - David Vance: Invitation to the Board
  - Revision Chart of *Sec. 406.0 of Ordinance 604-H*
  - Mr. Eric Jones, Director, BSEED, Re: M1 Rail
6. Unfinished Business:
  - "In Honored Memory" Jimmi Smith Obituary
  - Apprentice Coordinator Forum: Drafting an Agenda
  - Board's Administrative Rules: Review of revised *Section 406.0*
  - Electrical Division Newsletter Review
  - The new City of Detroit website
  - Apprentice Residency Update
  - Traveling Electricians
  - M1 Rail
7. New Business
8. Adjournment



MINUTES OF MEETING FOR JANUARY 15, 2015

POSITION	MEMBER	PRESENT
ACTING CHAIRMAN	BERT MCALISTER	YES
SECRETARY	MARIAN SWINT	YES
CONTRACTOR		
ELECTRICAL ENGINEER	RAY LITT	YES
ELECTRICAL UTILITY	JAMES BROWN	YES
EX-OFFICIO	MICHAEL CRONK JR.	NO
JOURNEYMAN	RIC PREUSS	NO
MASTER ELECTRICIAN	WARREN COKLOW	YES
PUBLIC LIGHTING REP.		
RESIDENT TAXPAYER	BERT MCALISTER	YES

NOTICE OF THE MEETING WAS POSTED ON THE BULLETIN BOARD, LOCATED IN THE FIRST FLOOR EAST LOBBY, OF THE COLEMAN A. YOUNG MUNICIPAL CENTER, TWO WOODWARD AVENUE.

The meeting convened at 10:15 a.m.

Mr. Durand Capers: Supervising Electrical Inspector was present at the meeting.

Guest: Ms. Hope Novo, Journeyman Electrician with IBEW Local 58

**APPROVAL OF THE AGENDA:**

Mr. Litt made a motion to approve the agenda. The motion was seconded by Mr. Brown. **Motion Carried.**

**APPROVAL OF THE MINUTES OF THE LAST MEETING**

A motion was made by Mr. Litt and seconded by Mr. Brown to approve the minutes of December 18, 2014: **Motion carried.**

**BOARD HEARINGS:**

Mr. Vance did not appear. Mr. McAlister recommended there be an open invitation to Mr. Vance if he can attend a future meeting to discuss his status as an Electrical Apprentice and/or Journeyman exam applicant. Mr. Litt approved the recommendation and stated the initiative is to Mr. Vance not the Board.

**BOARD CONSIDERATIONS:**

***Hosea Williamson-Accommodation Request:*** Mr. Williamson has submitted an Accommodation Request for a time and a half extension for the Journeyman exam. Mr. Williamson is currently an Apprentice through IBEW Local 58.



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**MINUTES OF MEETING FOR JANUARY 15, 2015****BOARD CONSIDERATIONS CONT.**

***Hosea Williamson-Accommodation Request cont.***: Ms. Novo stated that at Local 58, if you have a problem taking the exam, sometimes the applicant is slotted back into the Apprenticeship program so he/she can be helped with the skills in which they are lacking. After deliberation, Mr. Litt made a motion to approve the extension of time requested. The motion was seconded by Mr. Coklow. **Motion carried.** A certified letter will be sent to Mr. Williamson of the Board's decision.

Ms. Novo was asked to tell the Board a little about herself. Ms. Novo stated she went through IBEW Local 58 in 1994, took the Journeyman exam in 2000, and worked through various contractors including Henderson Electric, Motor City, Superior Electric, and Micron Electric. Ms. Novo has also worked out of state including Las Vegas, Utah, Pennsylvania, Massachusetts, and New York.

**APPLICATION FOR EXAMINATIONS:**

Duncan, Christopher: Approved for Master and Electrical Contractor examinations.

**APPRENTICE REGISTRATION**

Evans, Raynard

**APPRENTICE REGISTRATION APPLICANTS NOT APPROVED**

Harris, Thaddeus                      Work experience letter submitted to the Board was not current.

Johnson, Keith                      Currently working for an unlicensed Electrical Contractor.

There have been a couple of Apprentice applications that have been submitted to the Board with letters of employment dated 4-5 months before submission to the Board. This poses a couple of concerns:

1. Apprentices are required to register 30 days from employment.
2. The applicant may have been employed 4-5 months ago, but is she/he employed *now*.

Mr. McAlister feels that there should be a definitive time line that the Board looks at the letters submitted. There should be a reasonable time frame that the Board can accept the letter(s) of experience as being valid. Mr. McAlister suggested a maximum of 90 days of application and then asked Mr. Capers for input from the Department's view. Mr. Capers stated that 90 days is fine, although sometimes applicants have an issue submitting their application due to their work schedule(s).

**MINUTES OF MEETING FOR JANUARY 15, 2015*****Letters of Experience for Electrical Apprentices cont:***

Mr. Litt suggested when there is an applicant submitting a letter with a disparity in time, the Board sends a letter for the applicant to offer an explanation with a due date for the explanation.

After further discussion, Mr. Litt made a motion that letters of experience from Electrical Apprentices be dated no later than 90 days from submission of their application to the Board. Mr. Capers stated that the 90 day time limit is fine, but when the letter is rejected, the Board should notify the applicant that he/she now have 30 days in which to re-submit their application to the Board with the corrected letter. The motion was seconded by Mr. Coklow. **Motion carried.**

**ELECTRICAL CONTRACTOR'S LICENSES & REGISTRATIONS**

Detroit Edison	Change of Master Electrician
IM Electric	Registration
James Willneff Electric	Registration
Michigan Electrical Maintenance	Change of Business Name
Newkirk Electric	Missing Paperwork Submitted
Professional Electrical Services	Registration
Wire All Inc.	Registration

**JOURNEYMAN ELECTRICIAN**

None

**MASTER ELECTRICIAN**

Cairo, Romeo	Transfer from the State
Ellison, Jonathon	Transfer from the State

**FIRE ALARM CONTRACTOR**

None

**FIRE ALARM TECHNICIAN'S LICENSE**

None

**FIRE ALARM APPRENTICE**

None

**SIGN SPECIALTY CONTRACTOR'S LICENSE**

None

**SIGN SPECIALIST LICENSE**

None



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**MINUTES OF MEETING FOR JANUARY 15, 2015****UNFINISHED BUSINESS CONT.**

- **Board Mission Statement:** Mr. McAlister proposed that the language *Electrical Inspection Supervisor* be changed to *Electrical Inspection Division*. Mr. Litt made a motion to amend the Mission Statement as stated by Mr. McAlister. Mr. Brown seconded the motion. **Motion carried.**
- **Revision of “In Honored Memory” for Jimmi Smith:** Mr. McAlister has emailed Mrs. Smith regarding approval of the draft, but she has not responded.
- **Electrical Newsletter Article: “About the Board”:** After reviewing the latest draft, Mr. Litt made a motion to approve the draft. Mr. Coklow seconded the motion. **Motion carried.**
- **Proceedings of the 1999 ASME/IEEE Joint Railroad Conference: M1 Rail Project:** Mr. Brown submitted the abovementioned document at the December 18, 2014 meeting as reference for discussion regarding the M1 Rail. Mr. Brown asked Mr. Capers if the City has done any inspections in regard to the M1 Rail. Mr. Capers stated that to the best of his knowledge no inspections have been performed. Mr. Coklow inquired why haven't there been any inspections performed? Mr. Capers stated this question would have to be put to his supervisor, Mr. Glenn Davis, Chief of Construction, and/or the Deputy Director of BSEED, Mr. David Bell. Mr. Litt asked if any drawings are being presented to Plan Review. Mr. Capers stated that he will call the Electrical Plan Reviewer, Mr. Vincent Cooley, to find out. Mr. McAlister asked have there been any investigations as to this project by the Electrical Division? Mr. Capers stated that it has been made known to him that there has and is concealment without benefit of inspection, and one of his inspectors, Mr. Anthony Campbell, did go out to perform an inspection, but when he arrived at the site no one would provide Mr. Campbell with their name, or provide proof of licensure when asked. Mr. Litt asked what would be more effective, sending a letter to the Building Contractor or BSEED's executives pointing out the Board's grave concern. Mr. Capers stated it would be more appropriate to address BSEED's Administration to find out the status, as far as, inspections being made, and how to proceed. Now that the December minutes are approved, the letter mentioned in last month's meeting will go out to the Director of BSEED, Mr. Eric Jones, expressing the Board's concern about the M1 Rail.



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**MINUTES OF MEETING FOR JANUARY 15, 2015**

- **Administrative Rules Revision: Ordinance 604-H Section 406.0:** The revisions proposed for Sec. 406.0 were presented to the Board this month. However, the draft provided was not the latest version. The correct version will be presented at the February meeting for discussion. Mr. McAlister proposed that the new members to be added to the Board be voted on one by one. The Board agreed.

**1. One representative of the Fire Marshal's Office.** Mr. Litt made a motion to appoint one representative to the Board as a voting member. The motion was seconded by Mr. Brown. **Motion carried.**

**2. One representative who shall be a Licensed Contractor whose principle occupation is low voltage, electric signs, fire alarm installations, or Sign Specialty.** Mr. Litt inquired how much does a sign contractor get involved with the electrical aspect? Mr. McAlister deferred to Mr. Capers. Mr. Capers stated a Sign Contractor can pull an electrical permit. After reviewing Public Act 217, a sign contractor can work on the sign circuit that is existing or extended from where an Electrical Contractor leaves a junction box for the Sign Contractor. After further discussion, Mr. Litt made a motion to appoint one representative who shall be a voting member who is a licensed contractor whose principle occupation is Fire Alarm and/or Low Voltage installations only. The motion was seconded by Mr. Brown. **Motion carried.**

**3. One representative of distributors of electrical apparatus and/or supplies (i.e. a vendor, a supply house).** After discussion, Mr. McAlister made a motion to appoint one representative as a non-voting member. The motion was seconded by Mr. Litt. **Motion carried.**

**4. A representative of manufacturers primarily and actively engaged in producing material fittings, devices, appliances, fixtures, apparatus, and similar products used as part of, or in connection with, an electrical installation.** After discussion, Mr. Litt made a motion to appoint one representative as a non-voting member. The motion was seconded by Mr. Brown. **Motion carried.**

Mr. McAlister stated he will try to speak with Mr. Wayne Robinson, Chief, Property Maintenance Division, today. Mr. Robinson is the coordinator for all revisions of the Ordinances and Acts for BSEED. Mr. McAlister will present an update of that discussion at next month's meeting.



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**MINUTES OF MEETING FOR JANUARY 15, 2015****UNFINISHED BUSINESS CONT.**

- ***Apprentice Coordinator Forum Update:*** At present, The Board is waiting for notification from Lillian Ortiz, BSEED Administration, regarding confirmed reservation of the auditorium for the proposed April 15, 2015 forum date. Mr. Litt suggested that the Board draft a letter to Ms. Ortiz regarding the Board's concern in running out of time, and please expedite confirmation of the auditorium. Ms. Swint stated that the suggested letter is not necessary at this time, and she will email Ms. Ortiz today to get a status. Mr. Litt made a motion to send the letter in the event that Ms. Ortiz does not respond in a timely manner. The motion was seconded by Ms. Swint. **Motion carried.** Mr. Litt made a motion that at the February meeting, the Board set aside allotted time to discuss the Forum's agenda.
- ***Traveling Electricians:*** This matter will be tabled to the February meeting, or when Mr. Preuss is present at the meeting.
- ***Apprentice Residency Update:*** This issue will be tabled for the February meeting.

**NEW BUSINESS**

- ***Accommodation Request: Drafting Failure Procedures:*** Now that the Board receives these requests, should there be limitations (i.e. how many times can an applicant apply for the request, absolute time extension limits), for those applicants that fail the examination with past approved requests. After discussion, the Board has determined that limitations will not be set at this time.

**CORRECTIONS:**

None

**ACTING CHAIRMAN MCALISTER**

The next meeting is scheduled for Thursday, February 19, 2015 at 10:00 a.m. in the Conference Room in Room 418, Coleman A. Young Municipal Center.

**ADJOURNMENT**

There being no further business to be brought before the Board at this time, the meeting was adjourned at 1:20 p.m.

*Bert McAlister*

Acting Chairman, Board of Electrical Examiners  
WM/ms