

DATE: November 20, 2014

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
3. Board Considerations
  - Mr. Dave Bell, Chairman, Board of Rules
4. Applications for Approvals and Reviews
5. Correspondence:
  - Board Invitation to Mr. Dave Bell
  - Apprentice Forum Guest List
  - DTE Service Release Overview Draft
6. Unfinished Business:
  - Mr. Rokib Myles, Regional Supervisor, DTE  
**RE: Service releases**
  - Apprentice Training Coordinator Forum Update
  - Apprentice Residency Update
  - Board's Administrative Rules-Sec. 406.0
  - DTE Service Release Email System
  - Electrical Newsletter Update
7. New Business
8. Adjournment



**MINUTES OF MEETING FOR OCTOBER 16, 2014**

**BOARD MEMBERS PRESENT**

James Brown  
Warren Coklow  
Ray Litt  
Bert McAlister  
Marian Swint

**BOARD MEMBERS ABSENT**

Michael Cronk Jr. (Ex-Officio)  
Ric Preuss

**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 10:34 a.m.

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

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

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

**BOARD HEARINGS:**

None

**BOARD CONSIDERATIONS:**

Mr. Dave Bell, Chairman, Board of Rules, **RE: Contractor Fee Recommendation:**  
Mr. Bell did not appear.

**APPLICATIONS FOR APPROVAL/REVIEW**

None

**EXAMINATIONS/RE-EXAMINATION**

None

**APPRENTICE REGISTRATION**

Becker, Karen  
Bradley, Gregory  
Campbell, Nicholas  
Tucker, Michael

**APPLICANTS NOT APPROVED**

None



**MINUTES OF MEETING FOR OCTOBER 16, 2014**

**ELECTRICAL CONTRACTOR'S LICENSES & REGISTRATIONS**

Expert Services Inc.	Registration
Lin R. Rogers Electrical Contractors	Registration
NC Electric LLC.	Registration
Nuechterlein Electric Inc.	Registration
Ross Chapman Electrical Services	Registration
The Neighborhood Electrician	Registration
Top Line Electric LLC.	Registration

**JOURNEYMAN ELECTRICIAN**

None

**MASTER ELECTRICIAN**

None

**FIRE ALARM CONTRACTOR**

None

**FIRE ALARM TECHNICIAN'S LICENSE**

None

**FIRE ALARM APPRENTICE**

None

**SIGN SPECIALTY CONTRACTOR'S LICENSE**

None

**SIGN SPECIALIST LICENSE**

None



## MINUTES OF MEETING FOR OCTOBER 16, 2014

**UNFINISHED BUSINESS*****Apprentice Training Coordinator Forum Update:***

Last month the Board discussed some items regarding the forum. It was decided that the Forum will take place in the Spring/Summer of 2015 as well as, a PowerPoint presentation overview created by Mr. McAlister that he utilizes in his classes at Henry Ford. The target audience will be Training Coordinators. The Board is trying to take a proactive approach in getting their City of Detroit Apprentices Registered. Mr. Litt made a motion that the Board should be presented with a list of attendees for this forum at the next meeting and then proceed from there. The motion was seconded by Mr. Brown. **Motion carried.**

***Apprentice Residency Update:*** This matter will be tabled to next month.

***Board's Administration Rules, Meeting Dates by Section(s):***

The Acting Chairman stated the need to begin drafting the Board's Rules, starting with a Board Mission Statement. Mr. Litt made a motion: At every Board meeting there will be a designated section and a review of that section will take place at the meeting not to exceed one hour. Also, a section will be included (as brought up by Mr. Capers) discussing how improvement can be made vis-à-vis the relationship between the Board, the Department, and Electrical Contractors. The motion was seconded by Mr. Brown. Mr. McAlister suggested that the motion be separated and treated as separate agenda items.

**Therefore the motion is modified as follows:**

**Motion A:** Administration Rule Review as stated above (with one hour limitation)

**Motion B:** Discussion at the next meeting regarding Mr. Capers' concern with problems and opportunities in the Electrical Division. Mr. McAlister asked Mr. Capers to prepare some discussion items and have them sent to the members in advance of the meeting. The motion was seconded by Mr. Brown. **Motions carried.**

***DTE Service Release Email Update:***

The "No Pass" form has been modified with a list of common violations as suggested by the Electrical Inspectors and will be noted at the top of the form "For Service Release Inspection Only". Mr. Brown has not had a response from Mr. Myles or Mr. Selley regarding the email system.

**MINUTES OF MEETING FOR OCTOBER 16, 2014****UNFINISHED BUSINESS (CONT.)*****Electrical Division/Board Newsletter Update:***

Mr. McAlister made a proposal for the first newsletter: An introduction to the Board members, Board Mission Statement, Jimmi Smith's presentation, and the Apprentice forum. Mr. Litt offered to draft the Mission Statement and Mr. McAlister will draft an article including the other abovementioned items.

***Electrical Jurisdictional Licensing Update:***

A conference call took place between the Chairman, Secretary, and Mr. Dan O'Donnell, Chief, State of Michigan Electrical Division regarding other communities regarding City of Detroit Licenses as invalid. Mr. O'Donnell is in concurrence of the reciprocity of the Licenses throughout the State.

Mr. O'Donnell offered to discuss this issue with Mr. Irvin Poke, Director, State of Michigan's Bureau of Construction Codes, to perhaps address this issue in the Bureau's quarterly newsletter *Code Works!* Mr. McAlister will touch base with Mr. O'Donnell regarding an update on this issue. Discussion of the Apprentice forum was also brought forth with an invitation to Mr. O'Donnell. Mr. O'Donnell stated he would like to attend.

**NEW BUSINESS**

- Mr. Litt made a motion for the Chairman to extract from the minutes specific points that the Board would like to share in the upcoming newsletter (i.e. service reconnect revision) labeled as "Action Items". The motion was seconded by Marian Swint. **Motion carried.**

**CORRECTIONS:**

None

**ACTING CHAIRMAN MCALISTER**

The next meeting is scheduled for Thursday, November 20, 2014 at 10:00 a.m. in the Conference Room in Room 418 Fourth Floor, Coleman A. Young Municipal Center.

BERT MCALISTER

Acting Chairman, Board of Electrical Examiners

WM/ms