

DATE: October 16, 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. David Bell, Chairman, Board of Rules
RE: Contractor Fee Recommendation
4. Applications for Approvals and Reviews
5. Correspondence:
 - Board invitation to Mr. Eric Jones
 - Board invitation to Mr. Dave Bell
6. Unfinished Business:
 - Apprentice Training Coordinator Forum Update
 - Apprentice Residency Update
 - Drafting the Board's Admin Rules-Meeting dates/Sections
 - DTE Service Release Email Update
 - Electrical Inspection Division/Board Newsletter
 - Electrical Jurisdictional Licensing Update
 - Jimmi Smith-City Council Testimonial Memoriam Presentation
7. New Business
8. Adjournment



MINUTES OF MEETING FOR SEPTEMBER 18, 2014

BOARD MEMBERS PRESENT

James Brown
Warren Coklow
Bert McAlister
Ric Preuss
Marian Swint

BOARD MEMBERS ABSENT

Ray Litt
Michael Cronk Jr. (Ex-Officio)

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 10:21 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. Preuss to approve the minutes of August 21, 2014: **Motion carried.**

BOARD HEARINGS:

None

BOARD CONSIDERATIONS:

The Board welcomes Mr. Warren Coklow who has been appointed to the Master Electrician position. Mr. Coklow is the owner and operator of *Detroit Power Systems*. He worked through the Local 58 Apprenticeship program and has gained a great deal of experience in the electrical field working primarily in industrial jobs. He also holds an Associates Degree in Electrical Engineering from Lawrence Technical University.

APPLICATIONS FOR APPROVAL/REVIEW

Ealy, Terrance Denied for Master's exam: Letter of documentation insufficient

EXAMINATIONS/RE-EXAMINATION

None



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APPRENTICE REGISTRATION

Campbell, Peter
Foote, William
Lewis, Anton
Murray, Vance
Reynolds II, Vance
Tucker, Elvan
Ward, Tracy

APPLICANTS NOT APPROVED

Bradley, Gregory	Inappropriate letter of experience
Johnson, Leonard	Proof of approved school not presented

ELECTRICAL CONTRACTOR'S LICENSES & REGISTRATIONS

Atom Electrical Contractors	Registration
Family Heating Co.	Updated Paperwork Submitted
Goyette Mechanical	Updated Paperwork Submitted
RCI Electrical Contracting	Registration

JOURNEYMAN ELECTRICIAN

None

MASTER ELECTRICIAN

Williams, Willie

FIRE ALARM CONTRACTOR

Diebold	Registration
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FIRE ALARM TECHNICIAN'S LICENSE

None

FIRE ALARM APPRENTICE

None



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SIGN SPECIALTY CONTRACTOR'S LICENSE

None

SIGN SPECIALIST LICENSE

None

UNFINISHED BUSINESS

DTE Service Release Program: Mr. Rokib Myles and Mr. Thomas Selley from DTE Energy have come to the meeting to discuss ways to improve the service release procedures between the Electrical Division and DTE. Also, a discussion on establishing improvements in regard to assisting customers (i.e. owners) and Electrical Contractors with gaining a better clarification of the service release requirements and procedures.

Mr. Rokib Myles: The earlier meeting with Mr. Capers gave DTE a chance to discuss some of the issues they are experiencing with the service release program:

- There is a disconnect between the customers understanding the service release process and DTE receiving service releases from the Electrical Division.
- There is a small lag in time for some of the information coming across from the Inspectors due to them being in and out of the office and DTE having to call for confirmation. Due to this, DTE would like to establish a guideline to determine a turn around time for DTE to expect a service release approval.
- DTE would like to establish an email system not only for approvals, but also for those locations that are not approved, along with a short description of why it's not approved.

Mr. Thomas Selley: DTE is experiencing a number of customers walking around with stickers in their pockets that they take from one location to another for approval, causing a conflict between DTE and the customer. There is an expectation for the approved green sticker to be securely attached to the box. If the approval sticker is not attached to the box, how can DTE know for sure that it is approved by the City? With the proposed email system, this would speed up the process for everyone involved.



MINUTES OF MEETING FOR SEPTEMBER 18, 2014

UNFINISHED BUSINESS CONT:

Mr. McAlister stated that as a previous Electrical Supervisor, he is aware of the DTE service release program and its issues. Mr. McAlister agreed with the proposed email system, but asked who would the emails go to in DTE? Will the releases be handled by more than one person? Is the Electrical Division capable of handling an email system?

Mr. Capers stated that the clerical staff is capable of handling an email process, but the Electrical Division would have to know to whom the emails should be sent. Mr. Myles stated that he is looking into getting more of a general DTE email set up for supervisors in the Northwest Region who would receive the City of Detroit's service releases.

Mr. McAlister asked if there are other communities in the state who have a program that Detroit can mirror? Mr. Selley stated that Oakland County primarily affixes the sticker to the equipment and DTE has built a relationship with the inspectors, some who have been there for 30 years and DTE is also familiar with those Inspector's signatures. Whereas, Highland Park and Grosse Pointe have an email system in place, and both have mirrored Detroit's form for service releases.

Mr. Capers stated the sticker is supposed to be affixed to the service equipment, meter can, or CT cabinet. Mr. Capers stated he also provides his phone number on the sticker when he does a service release inspection. Mr. Myles stated DTE is getting a lot of customers who remove the sticker from the equipment. Also, a lot of customers are confused as to the difference between a rough inspection and a service reconnect inspection.

Mr. Myles will work on providing information for the two areas covered by himself and Mr. Selley, as well as, contact information of the service planners that work within the areas for the City of Detroit. Mr. Selley handles west of Van Dyke, north of I-94 up to Eight Mile. Mr. Myles handles east of Van Dyke, all of Downtown, and south of I-94.

Mr. Capers stated he has Electrical Contractors that ask for a service release on the load side of the service equipment without running the conductors in the conduits, which is not allowed. The contractors state they have an issue in regard to theft. Only when the conductors are in, can the release be granted. Mr. Coklow stated as fast as you put the conductors in, the thieves pull them out. Mr. Myles stated that DTE is aware of the climate in the City and other communities, DTE tries to work with these challenges, but there has to be compliance.

**MINUTES OF MEETING FOR SEPTEMBER 18, 2014****UNFINISHED BUSINESS CONT:**

Mr. McAlister thanked Mr. Myles and Mr. Selley for coming to the meeting and establishing dialogue with the Board and the Department. The Board will work with the Department in helping to smooth the service release process, starting with Mr. Myles and Mr. Selley's suggestions. Mr. Myles suggested coming back to the Board once a quarter, and Mr. Capers may call him anytime. Mr. Brown stated that he would like to work with Mr. Myles and Mr. Selley in regard to putting together a process map, and perhaps establish some solutions to address the theft issues.

Mr. Myles and Mr. Selley left the meeting for another appointment.

Mr. Preuss stated Local 58 partnered with the Mayor, Senator Virgil Smith, and House Representative Rashida Tlaib concerning deterring copper wire theft, and the politicians have put this issue on their agendas as a priority. Even though there is a bill already in place, there is still more to be done on this issue. Mr. McAlister stated other entities have to be involved as well in deterring these incidents. Mr. McAlister himself witnessed copper wire theft, and called the police to no avail.

Mr. McAlister made a proposal: Can Mr. Capers get together with his staff and have a meeting on what can be done on the Department's end to make the service release process smoother? Mr. Capers stated he would have a meeting next week with his Inspectors to brain storm.

At this time, the Board took a look at the revised service release forms proposed by the Electrical Division. Mr. McAlister made a suggestion to take out the "comments/notes" section on the "No Pass" form and instead add a common violations check off list (i.e. no conductors/grounding system). The form will be revised and presented at October's meeting.

Access For All Update: Ms. Swint had a meeting with Helen Broughton about putting the *Access for All* information on the Department's main page. Ms. Broughton has put an information box on the Department's main page with a link to the *Access for All* flyer.

Apprentice Coordinator Forum: A tentative list of Apprentice Coordinators and Contractors were discussed for invitation to the forum. Some of the topics: requirements of letters of documentation, Q & A, and Registration application overview.

Jimmi Smith Testimonial Memoriam Resolution: Mr. Smith's presentation to his family is scheduled for Tuesday, September 23, 2014 at 10:00 a.m. in the Detroit City Council's Meeting-of-the-Whole.



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UNFINISHED BUSINESS CONT:

Electrical Licensing Jurisdictional Issue: This will be tabled to next month's meeting.

Apprentice Residency Requirements: This will be tabled to next month's meeting.

Non-Appointment Board Letter: This will be tabled to next month's meeting.

Electrical Inspection Division/Board Newsletter Update- This will be tabled to next month's meeting.

Bryan Barnhill Letter: This issue was brought up with Mr. Jones, Director of BSEED. Therefore this matter is now closed.

NEW BUSINESS

City of Houston Electrical Code: In doing research for one of his classes, Mr. McAlister came across the *City of Houston's Electrical Code 2011 Administrative Code Provisions for the National Electrical Code*. This document contains information about the City of Houston's Electrical Board. As this Board begins drafting its new Administrative Rules, the Board could look to other established Boards for guidelines.

CORRECTIONS:

- Jimmi Smith Testimonial Memoriam was added to the Agenda.
- City of Houston Electrical Code Pages 8-10 was added to the Agenda.

ACTING CHAIRMAN MCALISTER

The next meeting is scheduled for Thursday October 16, 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