

## Minutes of Meeting Boiler Safety Bureau Management

**Date/Time:** August 01, 2012 / 1:30 p.m.

**Location:** Old Revenue Building, 6<sup>th</sup> Floor Conference Room (B611)

**Attendees:** Cliff Dautrich, Greg Davis, Dean Strickland, Andy Frazier, Allison Jay

Assistant Bureau Chief – Jack is attending Review Team Leader in Columbus. He will attend three reviews with Greg Davis or Dean Strickland. The first two he will observe and the third he will conduct. Jack will attend the Board of Trustees meeting scheduled for August 7-10 in San Francisco.

Cliff will be traveling to Fletcher to visit Wilsonart. Afterward, he will meet with Ray Payne to discuss an item for the October training.

All eastern inspectors should be officially using their new phones and the Outlook calendar. As each inspector receives their new phone, they should share their Outlook calendar with the office staff. When entering their itinerary, each inspector should note some type of detail about their schedule – i.e.: Shop, Audit, Review, Inspections. This calendar can replace their paper itinerary.

It appears the problems with mobile JO have been resolved.

We are conducting a bi-annual review of procedures. Some are outdated and should be repealed.

Inspector Supervisor East Report – The inspector statistics look good overall. Harrell has two objects with violations that haven't had a follow-up in 90 days. These are in a school system and were scheduled for summer repair. Harrell will check on them near the end of August.

Sims and Harrell are attending 'A' school at the National Board in Columbus through August 10.

Evers is helping Kinney and Harrell will be helping Kidd keep districts 1 and 5 up to date.

Strickland conducted four inspector audits. Everything was satisfactory and the comments received were good.

Morris and Associates has a 'UM' audit scheduled for August 22. Burnett has an 'R' Review scheduled for August 29. PCS Phosphate has an 'R' audit scheduled in September.

Strickland will revise the New Employee Trainee procedure.

Strickland will be on vacation August 13-17.

Inspector Supervisor West Report – Kirkman will be out of work for a while. Case has been out intermittently.

Hutchens attend 'B' school last week.

Davis has been helping in District 16 to keep certificates current. Kinney helped in Buncombe and Henderson counties.

Case has an AI Audit scheduled at IMS on August 28.

The next WIM is scheduled for August 23. Topics to be covered are quick actuating closures, issue the new phones and printers, and discuss the October training. Dautrich plans to attend this meeting.

The next 'R' Review is scheduled for September 4 and 5 at High Valley Construction in Spruce Pine.

Davis performed three inspector audits and everything was good.

Our next meeting is scheduled for Thursday, September 6 at 1:30 in the 6<sup>th</sup> floor conference room.