

Minutes of Meeting Boiler Safety Bureau Management

Date/Time: July 12, 2012 / 1:30 p.m.

Location: Old Revenue Building, 6th Floor Conference Room (B611)

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

Bureau Chief – Jack will be at the National Board July 18 and 19 to attend the main meeting of NBIC Week. He will be back in Columbus for Review Team Leader training July 30 through August 2. Jack will attend the Board of Trustees meeting scheduled for August 7-10 in San Francisco.

The office is writing procedures for office processes to complete our intranet procedures list. There are instructions for varying responsibilities. If it isn't feasible to convert the instructions to procedures, a section may be added to house those instructions. Current written procedures will be reviewed and updated where necessary.

During mid August Jack plans to ride with an inspector in the west. He also plans to ride with Harrell, Kirkland, and Kinney in the east.

Jo Ann will cancel the service on the tablets. We will be replacing the MiFi's with Hot Spots.

Assistant Bureau Chief – Cliff has an assignment list for review of the procedures.

The annual training scheduled for October 16-18 will be at the Hampton Inn Raleigh North. The topic is welding. Physicals are scheduled for the 16th.

An audit was performed at GE-Hitachi Nuclear Energy during June.

There are minor issues with mobile JO that have been reported. Not accepting a new object, too many required fields for safety valves and incorrect manufacturer information, slows the inspector down and provides more opportunity for errors in the database.

Sam is home from the hospital.

Inspector Supervisor East Report – Gunto cleared the one violation without a follow-up in his area. Most of the violations over due in Harrell's area are schools that will be doing repairs this summer.

Evers has agreed to inspect Cumberland County Schools to help Kinney keep his district up to date. Kidd may need help with Wake County Schools. They are due and he has 31 new inspections.

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

Inspector Supervisor West Report – Hutchens will attend 'B' endorsement school July 23 through 27. Payne will cover Ristoflex during this time, so Hutchens and Payne will meet Friday, July 13 for training.

Kinney will be helping in District 16 at the end of July. Other inspectors will be doing work in that area as well. Davis will try to keep the area up to date.

Sims and Harrell will be attending 'A' endorsement school July 30 through August 3.

Greg conducted two inspector audits during June and found everything acceptable. He received good comments from the owners.

Our next meeting is scheduled for Wednesday, August 1 at 1:30 in the 6th floor conference room.