

Minutes of Meeting Boiler Safety Bureau Management

Date/Time: July 14, 2011 / 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 out of the office July 20 and 21 to attend the NBIC meeting in Columbus. He will be out of the office August 22 through 25 to attend the Board of Trustees meeting in Baltimore, Maryland. During October Jack plans to attend the Board of Trustees Meeting and the Members Meeting in Columbus. He and the National Board Executive Director plan to meet with the US Ambassador to the European Community and attend the ASME Council, the European Commission, the Pressure Equipment Directive meetings, and the Notified Bodies and European Conformity Assessment Meetings.

Jack met with Paul Brennan, Director of Public Affairs with National Board, in Wilmington during June for an interview and photo shoot. The article theme is “A New Wave of Management”.

Jack made a comment to all: “Attention to Detail.”

Assistant Bureau Chief – The Morris and Associates audit was completed yesterday. Dean Strickland was acting AIS and will be preparing the report and the invoice.

The Proposed Penalty Worksheets project is going well. Approximately 40% are paying, another 40% are under new ownership, and 20% have to be written off. Of the percentage under new ownership, those are returned to Budget for collection because they are under the three year collection limit. Of the percentage to be written off, notes are made in our data base for future reference.

The Processing Assistants are preparing a report of overdue violations. This report is to track the follow-up inspections. Insurance company supervisors will be notified of the violations written by their inspectors as they reach the 90 day mark. State inspectors will be performing follow-up inspections and reporting as external non-cert if not completed. This type of record keeping is part of our strategic plan.

Dean Johnson has been scanning records to FileNet and working on a New Hire Training Program. He is doing a great job.

The job posting we have for the Rocky Mount position will close July 19. Interviews will be conducted July 29 and August 1.

Our surplus items were delivered to the appropriate warehouse this morning.

Inspector Supervisor West Report – Greg went to Motor Fleet today and spoke with Jackie Montgomery. She has assigned Greg a Jeep Grand Cherokee as a replacement vehicle. Greg’s van will be repaired and assigned to Ray Payne. Ray will be in the area in a couple of weeks to help with inspections in the east and will trade vehicles at that time.

There are 36 open violations in Winston-Salem at Commonwealth Brands. Greg spoke with Mike McFalls about this FM Global location. Mr. McFalls stated he would do a site visit during the second week of July to check on the status. He told Greg that Jack is aware of the situation there.

Jimmy has performed the second follow-up inspection on three of the five insured objects with overdue violations.

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Mark has been assigned as AI for Isometrics in Reidsville and is doing well. Mark has been working on line piping for Ristoflex. Mark has been helping in District 16 and may help in District 13. He has performed second follow-up inspections on two overdue violations.

Bill plans to help in Dean Johnson's territory during August.

Richard Parker now officially reports to Greg Davis and is working his territory, District 19. Richard will continue to help in District 5.

Greg met with Andra for training and reviewed her work plan. He also met with Bill. Greg will have work plan discussions completed by July 25.

Greg has an "R" stamp review scheduled at Thompson Mechanical on July 19 and 20. A Western Inspector Meeting is planned for August 2 at the Charlotte OSHA Office. Greg will be in the Raleigh office for our internal audit the week of August 22. He will be attending EEOI refresher training at Blue Ridge Community College in Statesville on September 21 and 22. Greg has an "R" stamp review scheduled for October 4 and 5 at Duke Energy.

Greg notified the western inspectors about concealing their personal GPS devices when their vehicle is unattended.

Inspector Supervisor East Report – Objects with violations were reduced last month. Don cleared violations at NCSU and Natty Greene's.

Don is busy with Morris and Associates. They are working on a set schedule of Tuesday and Friday mornings for Don to be there. Dean, Greg, and Cliff will be discussing a support plan for Don.

Andrew is out (FML) through July 15. Dean Johnson is continuing with administrative work from home until his doctor releases him to full duty.

Dean rode with Jerome, Don, Richard and John. Jerome is well respected in his territory. Jerome is working on reducing his numbers.

Mark and Ray will be coming to the east to help catch things up. Currituck County Schools are due. Greg Sims will be helping in Wake County next week.

Dean will be attending Team Leader training in Columbus at the National Board the week of July 25.

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

The meeting adjourned at 2:15pm.