

Boiler and Pressure Vessel Bureau
1st Quarterly Performance Review for FY 2017-2018
6th floor CR, Old Revenue Building
October 24, 2017 at 10:00 AM

Attendees: Phil Hooper, Cliff Dautrich, Don Kinney and Allison Jay

Absent: Art Britt

Scribe: Charity Locklear

Reviewed Boiler's 1st Quarterly Performance Report and charts.

New Strategic Plan

Boiler has created a new strategic plan. A new strategic plan is made every 4 years. New goals and strategic plan are set and ready for the new performance year starting in July, 2017.

Strategic Plan Objectives

All objectives were met.

1.1 Combined State and Insurance inspection backlog of items due 30 days after certificate of inspection expiration.

- YTD Actual: 1.37%
 - Standard is: Backlog \leq 1.50%.

1.2 – State inspection backlog of items due 30 days after certificate of inspection expiration.

- 0.63%.
 - Standard is: Backlog \leq 0.90%.

1.3 - % of follow-up inspections of pressure retaining equipment for which violations were identified by State inspectors.

- The inspectors are at 98%.
 - Standard is: \geq 95% within 90 days.

1.4 – Develop a procedure to increase uniform compliance of our Law and Rules, specifically aged violations.

- Target completion date – December 31, 2017.
- Standard is: Procedure developed to increase uniform compliance of our Law and Rules. The first draft has already been written and submitted to Cliff for review.

1.5 – Conduct training for inspection staff. Include in-service and new construction related curriculum.

- YTD Actual: 1
 - March 8-9, 2017
 - Next: Nov. 6-8, 2017 – Commissioner Berry is invited to training. UL instructors will give training on the first two days.

2.1 - Create user friendly electronic forms to sustain a uniform record system and customer service.

- Target completion date – June 30, 2018.
 - Standard is: All forms completed.
 - Allison has completed 2 forms for the Intranet and 2 forms for the internet. There are 25 more forms to be created which will include checklists and procedures. The office staff has taken the Adobe training course.
 - Phil – Is Boiler working on the Boiler website? Cliff – Yes, Don is working with Dolores Quesenberry and Amanda Carroll.

3.1 – Conduct bureau S&H Committee meetings.

- S&H committee meeting was held: 9/6/17.
 - YTD Actual: 3/15/17, 6/16/17, 9/6/17 & Next, 12/6/17.
 - Standard is: At least quarterly.

3.2 – Site inspections are conducted of Bureau controlled spaces in accordance with the S&H committee meetings.

- Site inspection conducted: 9/6/17.
 - YTD Actual: 3/15/17, 6/16/17 & Next 12/6/17
 - Standard is: At least quarterly.

3.3 – S&H Policy 9 and required safety training is reviewed with supervisor and staff

- YTD Actual: All Staff
 - June 7-8, 2017 (Field)
 - April 19, 2017 (Office)
 - Standard is: Annually.

3.4 – Follow prescribed procedures for investigating and reporting injuries, occupational illnesses, violence or criminal activity.

- Zero Accidents/incidents.
 - Standard is: Investigate and report as required by policy.

Reviewed Performance charts:

Combined Inspection Backlog >30 Days

The blue bar graph line reflects combined inspection backlog >30 days. Insurance inspections are behind because HSB had inspector training.

State Inspection Backlog >30 Days

Phil – Why was there a dip in the inspections around March? Cliff – Probably because of the winter vacations and businesses being closed during the holidays. After the holiday season, object inspections get caught back up. However, you have to look at the scale of objects vs. inspection of objects.

The Percent of State Violations with Follow Up Inspections Conducted Within 90 Days

One school district did bring Danny's area numbers down. Paul Martin passed his Commissions exam and in the meantime Don Kinney is working on shuffling inspectors around in Wake County (Paul Martin's area) to complete follow-up inspections while waiting for Paul Martin to receive his Commission. The numbers are up for follow ups are up due to HSB's training and Boiler's 1 week training of entire staff.

Division/Bureau: Standards and Inspections/Wage and Hour

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Inspector Statistics Through the Third Quarter 17/18

Inspector statistics look good.

- New Location Visits - 210
- % of F/U Inspections conducted within 90 days – 98%
- % of Objects Expired YTD – 63%

Insurance Inspection Statistics Through the Third Quarter 17/18

Insurance inspection statistics for the First Quarter.

- Total Insurance objects = 62,586
- % of Objects Expired:
 - 17/18 = 1.72%
 - 16/17 = 1.86%
 - 15/16 = 1.45%

Total Objects Registered in North Carolina Through the First Quarter 17/18

The combined objects are trending up slightly. The State objects are up a bit due to a school district and the insurance objects are down a bit for the First Quarter.

New Objects Registered in North Carolina (All new objects inspected by BSB)

New objects registered in NC is down for the First Quarter. The trend for the First Quarter shows that there may be fewer objects registered this FY 17/18 than last FY16/17.

Staff Statistics

Hard Copy Reports – First Quarter 17/18

The office staff verified all mail that was printed and mailed to correct addresses. A lot of postage was used even at a discount rate.

- 1ST Invoices mailed – 1,367
- 2nd Invoices mailed – 237
- 3rd Invoices mailed – 97
- Inspection Certificates – 3,572
- Violation Letters – 371
- Overdue Letters – 162

Penalty Worksheets

Process: The staff reviews inspections due each month and send penalty work sheets to each inspector for location that they will visit. The inspector delivers the work sheet and returns a copy to staff. The status of the invoice is tracked. The penalty worksheets doesn't accomplish much, but does some good.

Penalty Worksheets delivered = 10

Invoices Paid = 4

Total Payments = \$190

Total Businesses Closed = 2

Total New Owners = 0

Outstanding invoices 1st Quarter YTD =46

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Shop Activity and Income Through the Third Quarter 2017/2018

Shop Activity: 98 visits = \$43,794

If Boiler inspectors have more time in shops, they will generate more income if the shop time stays on trend. Cliff is going to remove A.C. Corp. from the chart.

Audits and Reviews Income: R Stamp Reviews 4 = \$2,775 and 4 Audits = \$4,221.

There are several R stamp reviews scheduled.

Boiler Safety Bureau Income and Expenses

Reviewed chart of monthly receipts and expenses. According to Budgets figures – Boiler is spending more income than they are earning.

Legislative Carryforward - \$237,900

Significant upcoming expenditures:

- West laptops – January, 2018 = \$10,000
- East laptops – August, 2018 = \$10,000

Incidents

There were 2 incidents.

- August 15, 2017 at Tyton Bifuels in Raeford. (Photo attached)
 - Overheating due to low water condition. No injuries.
- October 19, 2017 at Blachford in Kings Mountain. (Photo attached)
 - A door failed on a 1960 autoclave and traveled 80 feet across room.
 - No injuries.
 - Weld repairs to the door in May, 2017 failed.
 - Passed inspection August, 2017.
 - A Repair company in South Carolina did not do as R stamp repair.

General Information

Staff

Paul Martin passed the In Service Commission Exam. (19-30 63% pass) He will take the AI Commission's course for shop training in December, 2017. In the Spring, Paul Martin will be sent to take his R endorsement test.

Commissions

Boiler has a list of procedures for inspectors to follow to obtain commission requirements.

Boiler completed all the NB online training and have received 2018 NB Commissions. Boiler staff has to apply for the on-line training every year for every commission and the commissions are sent to Boiler at the beginning of each year. Allison – The Commissions have already been received by Boiler.

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Training

Inspector training at UL November 6-8, 2017.

CO training will be provided at another training date.

Antique Boiler Inspections

Boiler inspectors spent 3 days last week at Mideast Railroad in Carthage doing historical boiler inspections. 8-9 satisfactory passed inspection. Boiler was contacted by the company weeks in advance about the inspections and once the inspectors arrived, not a single engine was ready or cleaned for the inspections. Every year Mideast Railroad is not ready for the inspections. Two more inspectors have to go back to finish 2 more antique boiler inspections. Eleven of the objects passed inspection. One safety valve violation was found. The safety valve was replaced with a new one. Boiler only approves PSI of 100lbs of pressure.

Office Space Reconfiguration

The office space will be reconfigured to comply with active shooter recommendations. Charity is going to give Allison Jay the contact information for the State Store Environments representative Corissa Hogan to have the reconfiguration drawn up and get a cost estimate.

Press

Cliff would like the Department of Labor to give training to staff about dealing with questions from the Press. Cliff wants to know what DOL staff can say. Cliff knows they can never say no comment. Phil – Let the Press know they can speak to Dolores Quesenberry and for more technical questions they can contact legal. The number for Communications can be printed on the back of the business cards and that the card can be given to the Press.

Survey Card

Survey comments were passed out and reviewed. As for the 3rd comment down on the sheet, Boiler is not sure who the inspector was, but it wasn't a State inspector. Allison receives about 10% of the surveys distributed. The survey separate and is not printed on the back of the invoice. Boiler broke down the 10% of surveys received. Phil – Please create a chart breaking down the survey comments. Cliff – The survey cards are processed daily and they reflect the State and Insurance inspectors, as well as, the Boiler office staff.

Next Boiler Quarterly Performance Review meeting will be held January 23, 2018 at 10:00 A.M. in the 6th floor CR, ORB.

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