

**Boiler
Performance Review Meeting
October 22, 2013 at 10:00**

Minutes

Attending: Andy Frazier, Jack Given, Cliff Dautrich and Allison Jay

Absent: Art Britt, Jack Brinson and Adrienne McLean

Scribe: Allison Jay

Strategic Plan - Jack began the meeting by reviewing the strategic plan. The bureau has met or exceeded the goal for each item. The figures shown on the report are year-to-date, with our evaluation year beginning in May.

A new procedure, New Location Visits, has been written and implemented. Andy would like to know if there is a means of measure for the New Location Visits. Jack stated that we have been following the numbers. This process was known as 'prospecting'. Cliff explained the name change came from Praeses. We will not have the ability to run a report to determine how many new location visits produced new registrations, but it will give us the ability to track locations visited. This historical information will be useful to the inspectors by saving them time. Andy wanted to know what inspectors are looking for when using the New Location procedure. Jack explained the inspectors are looking for places they have never been. Currently inspectors and processing assistants are looking for sand pots, hotels with heated pools, and automobile businesses they have never visited.

Again, the number of reports that are keyed in a timely manner in the office is 100%.

Jo Ann Bell chairs the safety and health meetings and conducts site inspections. These took place in June and September of this year. Andrew Gunto is the field representative on the committee. Also serving are Marcia Page and Cliff Dautrich.

Performance Reports – Overall the numbers look good for the month of September. Some of the inspectors were not available for various reasons – vacation, illness, and death. The workload for November is up, due to the October training and the time spent on historical boilers. Violation follow-up inspections within 90 days are at 100%. Andy stated that the last aging accounts report from Jason Holtz looked good. On the bottom line report, Strickland has absorbed Evers' negative numbers and Davis has been participating in the historical boiler inspections.

Training – Annual inspector training took place last week. Andrew Gunto had suggested defensive driving as a topic. Jean Cooke with the Safety and Health Council of North Carolina provided the training on Thursday. She did a good job and had everyone participate.

Charles Campbell of CEC Combustion conducted training on gas train, the combustion system for gas fired boilers. He did a great job and the inspectors rated him outstanding on the evaluations. Jack thought enough of the training that he has contacted other National Board members and told them about the training. Many boilers are converted from oil to gas, while others are connected to both oil and gas. Knowledge of the gas train will benefit our inspectors.

Stacey Thompson came out and spoke about changes to the State Health Plan.

An e-mail was received recently by Jack. It concerned a short deadline (01 Dec 2013) for Global Harmonization System training (GHS). This training is updated information about hazard communications. The office staff will be attending a webinar and the eastern inspectors will have a trainer at the meeting in November. This training will take approximately 70 minutes.

Andy asked about the status of Derek Bailey's training. Jack stated that Derek will be attending the pre-commission course at Ivy Tech during November. Derek plans to sit for the National Board Commission exam immediately following school. Jack has stressed the importance of learning to navigate the code books and not try to memorize the content. Derek is doing well with his training. He is answering questions appropriately. Jack and Cliff expect that he will do well in school and pass the exam on the first try. Cliff further explained that Derek has an associate's degree in industrial

maintenance and a bachelor's degree in management from Mount Olive College. **Andy asked if any other inspectors held any type of degree.** Yes, Andrew Gunto holds an associate's degree and Donald Kidd holds a bachelor's degree.

Andy asked about morale. Both Jack and Cliff agree that morale is up and the inspectors enjoyed the training.

Other – Terry spoke to Cliff about having her workstation evaluated for ergonomic fitness. She was trying to be proactive and prevent injury. OSH stated that an injury report would need to be filled out and submitted to Human Resources to have an evaluation. A form was filled out and stated there was no injury. A worker's compensation claim was filed. Human resources has taken care of the claim and arrangements are being made to have her workstation evaluated. **Andy said there should be an easier way. The Safety and Health Steering Committee has an ergo person. This is internal to the Department and a preventative measure. He will speak to Allen McNeely about the situation.**

Andy asked how many inspectors were in Carthage for the historical boiler inspections. Cliff explained there were five inspectors in Carthage, but not all were there the entire time. The initial inspection takes a lot of time. Currently we lose money on each inspection, but we know the chance of injury is minimal after these inspections.

There was discussion about hiring residents of North Carolina. A majority of the bureau's employees are residents and have been good employees. Scott Lane was the last person from out of state hired. He stayed for five years and did a good job. Scott returned to Alaska and Jack understands from Chris Fulton, Chief Boiler Inspector for Alaska, that Scott is doing a good job.

A majority of the comments from the survey cards we receive are positive.

Cliff did a PowerPoint presentation on incidents. The pictures in the presentation were of incidents investigated by this office. The damage shown is an eye-opener for anyone who doesn't grasp the power behind the shell of the objects we inspect. **Andy stated that it is amazing no one has been transported or killed. He said that the Department doesn't promote the good side of inspections enough. Andy would like to see this information on the website.** Jack has a PowerPoint presentation on the web titled *Air Tanks Do Explode*. Jack suggested putting this under the *Alerts* section of the website. To prevent incidents, like those shown in the presentation, the public must maintain their equipment and the inspectors must keep the public informed.

The next scheduled meeting is Tuesday, January 21, 2014 at 10 a.m. in the 6th floor conference room.

Adjourn: 11:05