

**Boiler
Performance Review Meeting
July 24, 2013 at 10:00**

Minutes

Attending: Andy Frazier, Art Britt, Jack Given, Adrienne McLean & Allison Jay

Absent: Cliff Dautrich & Jack Brinson

Scribe: Allison Jay

Historical Boilers - Jack Given opened the meeting with a brief explanation of the importance of a thorough inspection of historical boilers. He recently attended an NBIC meeting Columbus. Inspection of historical boilers and pressure vessels was a topic; mainly improving the inspection criteria and possibly adding conditions for operators.

Cliff Dautrich and Ray Payne have worked diligently on our Historical Boiler program. Ray has been named team leader of our Historical Boiler Program. He has been very organized and keeps everything on track at inspection sites. The first site in North Carolina inspected under our historical boiler program was Old Gillam Mills in Carthage. Following Old Gillam Mills was Brown Loflin's Denton Farm Park. Currently there is not an additional charge for the UT examination. It does require special equipment and time, which cost the bureau money.

Performance Reports - Reviewing the numbers for June there was a deficit of \$61, 368. This was not unexpected due to vacation time, training time, and detailed inspections of historical boilers and held receipts for closing the year end. Adrienne McLean stated that the past due receivables are down by 25%. The receipts are looking better than past figures. Jim Baker is doing a good job with collections. The Bureau has a penalty procedure sitting in the Legal Affairs office, but it has not received approval or rejection. The bottom line report shows the Bureau in the black for income verses salaries and expenses.

Art Britt asked if there is a minimum number for the time available for work. Jack explained that he looks at the overall information and not just the bottom line. He has to compare the work hours to the office hours and training etcetera. Inspections and overdue items are within normal parameters. Follow-up inspections have room for improvement and have been discussed with the inspector supervisors. Art asked if all violations required revisiting the site. Jack stated that about 98% do. Jack continued with a couple of examples: a cracked site glass violation could be closed with a photograph of the replaced glass, but a safety relief valve would require a re-inspection.

Strategic Plan - Jack began reviewing the strategic plan. The first item was overdue inspections. Both state and insurance are under the acceptable 1.5%. Andy stated that Cliff is in contact with insurance companies concerning the number of objects overdue. When these objects reach 60 days, the state inspector will do the inspection.

The number of reports that are keyed in a timely manner in the office is 100%. Some of the reports are electronic. Andy explained to Art that two monitors are used to accomplish this task.

The Bureau has combined with Mine and Quarry Bureau for the Unit Safety and Health Committee. Jo Ann Bell serves as chairperson and does a fine job. She conducts quarterly safety inspections and reports as required.

Most of the inspectors are using their smart phones to enter inspections directly into Jurisdiction Online.

Daily reporting by inspectors has been placed on hold. After reviewing the program Maryland is using, the Bureau realizes it will have to move forward in a different direction. In an effort to become more efficient, forms developed in Acrobat will become available online for the inspectors. The goal is to be as paperless as possible.

Andy asked that the strategic plan for the physical year and the evaluation year be posted on the bulletin board. Art asked that copies be e-mailed to him.

Other - Another item discussed was the upcoming Deluxe Cleaners appeal. Everyone is prepared. Once the process is complete, Jack will request an injunction on both Deluxe Cleaners and Quick as a Wink Cleaners.

Art asked about Smith's Cleaners. Jack stated he was told that the business had closed not long after receiving the letter of inquiry.

Andy Frazier asked about Jerome Evers' retirement and a replacement for his territory. Jack stated that Jerome is working through July 31. The districts have been realigned and there are five interviews scheduled for the open position.

Survey cards are mailed with each invoice. Andy estimates that 2% are returned. Any comments that are received are shared with the inspector and their supervisor for both state and insurance inspectors.

Art stated that any Motor Fleet notification of complaint had to be addressed. The procedure is simple. Timely responses are appreciated. When a complaint is addressed, the employee should be reminded of the rules pertaining to the use of state vehicles. Andy advised that documentation can point to patterns.

The next scheduled meeting is Tuesday, October 2 at 10 a.m. in the 6th floor conference room.

Adjourn: 11:05