

Boiler Performance Review Meeting

January 22, 2014 at 10:00

Minutes

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

Absent: 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 an average for the year.

When prospecting, object 1.5, was mentioned, Art Britt asked how prospecting is conducted. Cliff explained that inspectors know their territory. If the inspector sees a business he hasn't visited in the past, he will stop in to inspect what may be there. Also, the office staff is using the New Location Procedure. They search for businesses on the internet for a particular area and compare those findings with our database. If a new business is located, the information is entered into JO for the inspector to do a site visit. Art asked if announcements were mailed prior to the site visit. Jack explained that the bureau had done that in years past, but it wasn't beneficial to the business or the bureau. Currently, the inspector introduces himself and explains why he has visited the site. This is working well.

Art asked about penalties. Jack stated that we do not pursue penalties at this time. The paperwork is with legal affairs and has not been completed.

The bureau currently enters paper reports for Hartford Steam Boiler and Cincinnati Insurance. Again, the number of reports keyed is 100%. In most instances these reports are keyed the day they arrive, but never later than 24 business hours.

Training for all staff on Safety and Health Policy 9 was completed before July 1.

Mark Hutchens was in a car accident while on duty during July. He was not at fault. Mark complained of neck pain but is fine now.

Performance Reports – Jack stated that the total number of objects has increase by 333. **Andy asked how many objects the bureau lost over the past 10 years.** Jack stated the bureau has seen a loss of approximately 4000 over the past 10 years. He cited the economy and CO₂ tanks no longer being inspected as probable reasons. Jack stated that because the tanks are insulated and/or jacketed, there wasn't anything for us to inspect. However, the National Board is pushing to begin inspecting connections of CO₂ tanks. This subject may be included in the 2015 edition of the NBIC. It appears that fill and discharge lines have caused some deaths. The connections become weak and the gas leaks into confined spaces. Currently many restaurants have bulk tanks outside of their facilities. These tanks are filled until the safety valve pops. The lines are never inspected. The bureau may want to revisit the inspection of CO₂ tanks and their connections.

The bureau has investigated a number of incidents this fiscal year. Incident investigations have increased over the past few years. One investigation involved an inspector and a maintenance employee getting burned by spray from a safety valve. The bureau did investigate the pool heater incident at Best Western Plus in Boone. If the bureau had been aware of the pool heater, it would not have passed inspection. The office staff is looking for hotels with pools across the state and comparing that data with our database and notifying the inspectors when something is found.

We closed the month, with a surplus of \$9000. There was discussion about state budget taking the bureau's money on a quarterly basis. When this happens, the bureau is left in the red. We are aware of upcoming expenditures, but left without operating capital. Every three years the bureau is audited by the ASME to renew our AIA credentials. This year cost will be approximately \$21,000 total. Being an Authorized Inspection Agency brings in needed revenue – enough to make the expenditure worth the cost.

Overall the productivity continued to be good during the holidays. Cliff filled in at GE Hitachi, Edwards, and Morris and Associates, so revenue generated shows under his name. Bailey should be inspecting alone around the first of February. Kidd now does the shop work at GE Hitachi in Wilmington. Kidd holds the required 'N' endorsement. The inspectors

that have shops will have greater fluctuations in their jurisdictional inspection numbers. With that said, the bureau is still below the 1.5% backlog standard. Harrell will be receiving his 'A' endorsement soon. He will become the AI at Edwards. Gunto will continue to be the AI at Morris.

The overall past due accounts receivable decreased by \$480.

Cliff explained that the supervisors will always be in the red on his bottom line report because they are not able to generate the income necessary to pay for themselves. Bailey is in the red because he hasn't been inspecting. Holidays are a factor in these numbers. Cliff spoke about the difficulty for some inspectors to bring in enough revenue to cover their current salary and any potential increase. Cliff expects the bureau's training needs to steadily increase over the next few years. We don't offer a competitive starting salary to hire well trained and experienced inspectors; therefore, we have to train them ourselves. With these factors in mind, the bureau may require a fee increase soon. State inspectors are expected to generate enough income to pay for themselves and insurance inspections are expected to pay for the office staff. Art mentioned the schedule for the next two legislative sessions. **Andy reminded everyone that no legislative action is required for a fee increase. He instructed Jack to revise the last submission. Andy said this would be incremental and not a large jump.** If the bureau did not have to relinquish any surplus funds, it would be financially fit and not require an increase at this time.

Other – A majority of the survey cards are complementary. Art complemented the bureau and Andy on a job well done for paying attention to potential issues and handling things in a timely manner without complaint.

Art mentioned the action plan that Cliff has outlined to develop and write a safety program for historical boilers.

The next scheduled meeting is Tuesday, May 20, 2014 at 10 a.m. in the 6th floor conference room.

Adjourn: 11: 15