Minutes of Meeting
Boiler Safety Bureau Management

Date/Time: January 15, 2015 / 1:35 p.m.

Location: Old Revenue Building, Room B511

Attendees: Cliff Dautrich, Don Kinney, Greg Davis, Dean Strickland, and Allison Jay

The agenda was adopted as presented.

Inspector Supervisor West Report – Greg Davis said the total percentage of expired certificates in the western part of the state is .64%. District 4, which is vacant, had the highest percentage at 1.82%. Follow-up inspections were recorded at 100% for December.

Greg Sims will be assisting in District 4 while Ray Payne is out. Sam Kirkman has been helping in District 2.

Oscar "Junior" Coley came on board January 12. He is registered for Jurisdictional Inspector Training at the National Board for February 2-13. Once he has passed the National Board IS exam and completed all the state required training and testing, he will be assigned to District 2. Davis will be working in District 2 the week of January 19. He will be driving Coley to Raleigh on the 21st to pick up a state car.

Davis will be performing an initial external inspection and document review for an extended certificate at the Roxboro Steam Station on February 11. Jeremy Smith is welcome to attend the internal inspection if his schedule allows.

The next Western Inspector Meeting is scheduled for February 12 at the Winston Salem OSHA office.

Davis was unavailable during December and did not perform field visits or inspector audits.

Inspector Supervisor East Report – Jeremy Smith has completed training at Ivey Tech and passed the National Board IS exam. He is currently training in the field with inspectors in the east and west. Smith will be observing Don Kidd at GE Hitachi next Tuesday. Dean Strickland plans to ride with Smith next week. Smith will have to fulfill the required 80 hours of shop training prior to receiving his "A" endorsement. While fulfilling this requirement, logistics and financial concerns should be considered.

John Kirkland has been working in District 1 in an effort to keep expired objects to a minimum. Strickland performed an AI Audit of Dean Johnson at AC Corporation. They are an inactive shop; however, they requested an audit. He also performed an annual AI Audit of Danny Harrell at Edwards, Inc. He participated in an ASME Joint Review at Ramco and recommended their certificate be renewed. He did a two month probation review on Smith. Subsequent reviews will be in three month intervals.

The percentage of expired objects appears to be too high. Strickland will double check the figures with Jo Ann. The YTD goal for state objects is no greater than .9%.

Assistant Bureau Chief – Don Kinney asked the supervisors to let him know if anything needed to be corrected on reports generated in the office, in lieu of working through the office staff. Any changes to management reports will require his review.

He pointed out that there are late entries made in JO and inspection reports are required to be keyed within 72 hours. Follow-up inspections should be entered ASAP. All follow-up contact should be documented in a measureable manner. Documentation is a key aspect for everything we do.

Don stated that all paperwork should be submitted no later than the 5th of each month, including expense reports and mileage logs. Late submission creates late reports.

Inspector's daily reports should be reviewed by the supervisor on a regular basis.

New location visits (NLV) need to be conducted when a scheduled work week is slow.

Inspectors need to update their electronic calendars as their schedule changes.

Don reminded the supervisors to monitor and conscientiously train the two inspector trainees.

Don asked that every person in possession of a safety harness inspect it for wear. Industry recommendation is 5 years of actual use as a guide for the life span of a harness. However, the actual condition of the harness should be taken in to consideration. . All staff should inspect their personal protection equipment (PPE) before every use.

Don is traveling to California next week to audit two manufacturers that produce filters for PCS Phosphate. This is considered a NC Special.

The Historical Boiler Program is up on the internet. Don recognized Ray Payne for all his help.

Our internal QA Audit is complete. There was one finding that was corrected. Thank you to Danny Harrell for his participation. Hussein Sadek will be performing our independent audit next month.

Bureau Chief – Cliff Dautrich reminded the field supervisors about the revision to the inspector training procedure and asked that they both use the most current revision.

The strategic planning session is coming in February. Please be prepared to contribute. The work plans are based on the strategic plan. As part of the process we are reviewing all of the statistics that we report to ensure that they are accurate and this may require changes to the 2015/2016 work plans.

New computers, docking stations, and printers have been ordered for the eastern inspectors. All state computers will have MSO 365 installed, which includes Outlook, Word, Excel and Power Point.

Cliff reiterated the monitoring of inspector daily reports and mileage. The monitoring allows you to catch problems early and handle them.

Smith is registered for "A" and "N" schools. We will work to get his 80 hours of training done as quickly as possible, but we must be cognizant of the cost associated with his training. The plan is to have Smith take over GE Hitachi next year.

Payne and Kidd will be attending "NS" school this year.

The National Board said they would be willing to provide training to us in the spring. Cliff was interested in training on utility boilers or chemical recovery boilers. He is still considering in-depth weld inspection training with a hands-on aspect. The inspectors need to be comfortable with the tools used in this type of inspection.

An All-Employee Luncheon is planned for November. Our bureau may work some training around that time, so our field staff may attend.

The new map will be effective when Smith is on his own, which may be February.

Cliff is attending a National Board hearing in Orlando, FL on a shop that lost their "R" stamp.

We anticipate approval of a fee increase. The deadline for public comments is January 16. Once the Rules Commission reviews the information and agrees to the increase, our fees increase could be effective as early as March 1, 2015.

Meeting adjourned at 2:45.