

**THIRTEENTH ANNUAL
JOINT UTILITY
TRAINING WORKSHOP**

January 12,13,14 1988

**HOWARD JOHNSON
MOTOR LODGE
605-336-9000**

**RAMKOTA INN
605-336-0650**

SIoux FALLS, S.DAK.



**SPONSORED BY
JOINT UTILITY TRAINING COMMITTEE
(JUTS)
SOUTH DAKOTA ELECTRIC COUNCIL**

PROGRAM

SESSION PROGRAM INFORMATION

Each session is designed as a 16-hour minicourse. Registration will be for one session only per individual. You will remain in that session for the entire length of the course. Some class sessions will be split to reduce class size and use laboratory facilities. Certificates will be sent to your respective company if attendance has been continuous.

REGISTRATION

Pre-Paid Registration
\$50.00 Per Person
Tuesday, January 12, 1988
Ramkota Inn
10:00 a.m. to 12:00 noon

LUNCHEON

Wednesday, January 13, 1988
Ramkota Inn
12:00 noon to 1:00 p.m.

MINI COURSES will be:

Tuesday	1:00 p.m. to 5:00 p.m.
Wednesday	8:00 a.m. to 12:00 noon
Wednesday	1:00 p.m. to 5:00 p.m.
Thursday	8:00 a.m. to 12:00 noon

SESSION I

Ramkota Inn

Crystal Room

LEADERSHIP SEMINAR

Registration Fee \$50.00

PART I

Tuesday, 1:00 - 5:00 p.m.

TITLE: Developing Personal Skills to Assist the Supervisor

Description: Topics will include the following:

Motivating Others
Setting Goals
Attitude
Self Esteem

Instructor: Alexander (Sandy) Davidson, Madison Career
Learning Center, Madison, SD

PART II

Wednesday, 8:00 - 12:00 noon

Wednesday, 1:00 - 5:00 p.m.

Thursday, 8:00 - 12:00 noon

TITLE: Being an Effective People Manager

Correcting Unacceptable Behavior
Motivation through Communication
Implementing and Selling Change
How to Improve Employee Performance
Discipline and Documentation
Improving Listening Skills
Leadership and Delegation
Building Effective Teams
Stress and Productivity
Managing Time
Understanding Self and Others
Dealing with Emotional Issues
Communicating Upward
Using Job Description Effectively

Instructor: Jim Kellar, Training Associates, Sioux Falls, SD

Coordinator: Nancy Forkel

COURSE LIMITED TO A MAXIMUM OF 35 STUDENTS

SESSION II

Ramkota Inn

Lincoln Room

FEDERAL OSHA HAZARD COMMUNICATIONS ACT COMPLIANCE
WORK ZONE TRAFFIC CONTROL
HAZARDOUS WASTE DISPOSAL
PCB REGULATORY UPDATE

Registration Fee \$50.00

PART I

Tuesday, 1:00 - 5:00 p.m.

TITLE: Federal OSHA Hazard Communications Act Compliance

Description: To assist attendees in understanding the OSHA Hazard Communication Act, how it affects utilities and enables them to develop a Hazardous Communication Program including Material Safety Data Sheets, labeling and training.

Instructor: Mary E. Dunbar, Industrial Hygiene Supervisor,
Northern States Power Company

PART II

Wednesday, 8:00 - 12:00 noon

TITLE: Work Zone Traffic Control

Description: Attendees will be able to (1) make a sign lay-out of a proposed job site; (2) adjust signs as the work situation changes, (3) make an inspection and record results.

Instructor: Harold A. Hanson, Traffic Operations Supervisor,
City of Sioux Falls

PART III

Wednesday, 1:00 - 5:00 p.m.

TITLE: Hazardous Waste Disposal

Description: Upon completion attendees will be able to identify material which upon disposal is regulated as hazardous waste under the Resource Conservation Recovery Act.

Instructor: William J. Libro, Sr. Division Regulatory
Analyst, Northern States Power Company

SESSION II

(Federal OSHA, etc. continued)

Lincoln Room

PART IV

Thursday, 8:00 - 11:30 a.m.

TITLE: PCB Regulatory Update

Description: Upon completion attendees will understand the major provisions of the PCB regulations. Special emphasis will be given to the new Cleanup Standard.

Instructor: William J. Libro, Sr. Division Regulatory Analyst, Northern States Power Company

Coordinators: Jim Mergen and Dean Greer

SESSION III

Rankota Inn

Washington Room

TRANSFORMER CONNECTIONS

Registration Fee \$50.00

A 16-hour workshop designed for apprentice linemen or for experienced linemen or servicemen who are willing to go through a refresher course seeking ideas for communicating and explaining electrical terms and transformer connections to men that they may supervise. A pocket calculator would be helpful in determining the anticipated voltage.

It would be helpful if the person who registers for the workshop could express a preference for: POLE-MOUNT TRANSFORMERS, PAD-MOUNT TRANSFORMERS OR MINIATURE SUBSTATIONS.

Please have participants indicate a preference on the registration form.

PART I

Tuesday, 1:00 - 5:00 p.m.

TITLE: Basic Electricity

Description: This is a 2 1/2 hour segment of slides, demonstration, and lecture designed to give line personnel a non-technical, basic review of single - and three-phase power, and delta and wye connections. An hour and a half will be devoted to becoming familiar with the miniature equipment, determining transformer polarity and transformer turns ratio. The class will then begin hands-on connections with miniature transformers.

PART II

Wednesday, 8:00 - 12:00 noon

TITLE: Three-Phase Power

Description: A one-hour lecture and three hours of hands-on experience with energized miniature power banks and substations.

PART III

Wednesday, 1:00 - 5:00 p.m.

TITLE. Sequence and Voltage

Description: An hour and a half lecture and demonstration, two hours hands-on experience making connections on miniature transformers to provide a specific sequence and/or voltage output.

Session III

(Transformer Connections continued)

PART IV

Thursday, 8:00 - 12:00 noon

TITLE: Trouble-Shooting

Description: Three hours live hands-on experience solving typical power bank and substation service problems on miniature equipment. The instructor and supervisors will answer your questions and assist you in finding a solution to classroom exercises in trouble-shooting. One hour lecture on power factor.

Instructor: Gordon Solee, Otter Tail Power Company, Fergus Falls, MN

Assistances: Gene Fritz, Otter Tail Power, Fergus Falls, MN; Paul Owens, Montana Dakota Utilities, Bismarck, ND; Chuck Meyer, Northern States Power, Sioux Falls, SD; Russ Bartunek, Northern States Power, Sioux Falls, SD; Gary Huisken, Brookings Municipal, Brookings, SD

Coordinators: Andy Jensen and Bruce Brunick

COURSE LIMITED TO A MAXIMUM OF 50 STUDENTS

SESSION IV

Ramkota Inn

Jefferson Room

Z.E.M.A.R. REGULATOR SCHOOL

Registration Fee \$50.00

Description: Students will be rotated through work stations containing regulators and panels. Regulator types will include General Electric, Allis Chalmers and McGraw-Edison.

PART I

Tuesday, 1:00 - 5:00 p.m.

TITLE: Theory and Operation

PART II

Wednesday, 8:00 - 12:00 noon

TITLE: Application and Accessories

PART III

Wednesday, 1:00 - 5:00 p.m.

TITLE: Electronics and Trouble Shooting Procedures

PART IV

Thursday, 8:00 - 12:00 noon

TITLE: Hands on Trouble Shooting and Questions and Evaluation

**Instructor: Joe Robb, ZEMAR Regulator School,
Zanesville, OH**

**Coordinator: Richard "Slim" Rutschke
South Dakota Rural Electric Association**

SESSION V

Ramkota Inn

Harvest Room

ELECTRIC METERING

Registration Fee \$50.00

PART I

TITLE: Metering Principals

Description: A 6 hour course for metermen and utility employees who occasionally are called on to perform metering duties. Topics covered will be basic metering principles, single-phase and three-phase meters, demands and electronic demand registers.

Instructors: Steve C. Bode, Plainsco, Aberdeen, SD
Paul A. Hubbell, General Electric, Fargo, ND
Jerry J. Olson, Plainsco, Aberdeen, SD

PART II

TITLE: Metering In The Field

Description: Metering situations that are encountered in the field is the subject topic of this course. Each instructor has a 2 hour presentation on their assigned topic. The instructors for this course have many years of field experience and knowledge which will benefit other utility employees.

Topic: Basic Metering Practices and Helpful Hints

Instructor: Lewis F. Schaar, Northwestern Public Service Co.

Topic: Power Factor and Alternating Current Motors

Instructor: Merlyn R. Wookey, Northwestern Public Service Co.

Topic: Open C.T. Secondaries and Metering Errors

Instructor: Greg R. May, May Engineering Labs, Inc.

Topic: Energy Diversion

Instructor: Art E. Kolle, Otter Tail Power Co.

Topic: Metering Safety

Instructor: Ron J. Torp, Northern States Power Co.

Coordinators: Al Kubousek and Merlyn Wookey

SESSION VI

Howard Johnson Motor Lodge

Nebraska Room

ENGINEERING AND OPERATIONS

Registration Fee \$50.00

Description: This course is designed for operations managers, superintendents, foremen and other key personnel.

PART I

Tuesday, 1:00 - 5:00 p.m.

TITLE: Underground High Voltage Cable

Description: Review of new trends and specifications.

Instructor: Carl Landinger, Conductor Products, Inc.,
Scottsville, TX

PART II

Wednesday, 8:00 - 10:00 a.m.

TITLE: SF6 Load Break Switch

Instructor: Thomas Smith, Joslyn Power Products, Chicago, IL

PART III

Wednesday, 10:00 - 12.00 noon

TITLE: EPR Insulation Cable

Instructor Bob Ryan, the Okonite Company, Kansas City, MO

PART IV

Wednesday, 1:00 - 5:00 p.m.

TITLE: URD Components

Description: Items covered will include lighting arrestors, fault indicators, fusing, rubber goods, etc.

Instructor: Bill Hejduk, RTE Corporation, Waukesha, WI

SESSION VI

(Engineering and Operations continued)

PART V

Thursday, 8:00 - 12:00 noon

TITLE: Transformers

Description: Items covered will include sizing, replacing, specifications, testing, etc.

Instructor: David H. DeVries, DeWild, Grant & Reckert,
Rock Rapids, IA

Coordinators: Dennis Duffek and John Wheeler

SESSION VII

Ramkota Inn

Roosevelt Room

LINEMAN SAFETY

Registration Fee \$50.00

PART I

Tuesday, 1:00 - 3:00 p.m.

TITLE: Cotton Clothing and Personal Protective Equipment

Description: Care and maintenance of protective equipment-rubber gloves, etc.

Instructor: Art B. Stortroen, Otter Tail Power Co., Wahpeton, ND

PART II

Tuesday 3:00 - 5:00 p.m.

TITLE: Care of Body Belts and Climbers

Description: A two hour course on proper maintenance of belts and proper sharpening of hooks

Instructor: Roderick A. Paul, W.M. Bashlin Company, Grove City, PA

PART III

Wednesday, 8:00 - 10:00 a.m.

TITLE: Chain Saw Safety and Repair

Description: A two hour course on chain saw safety and repair.

Instructor: Leo Franka and Roben M. Savage, Sioux Valley Empire Electric Assoc., Colman, SD

PART IV

Wednesday, 10:00 - 12:00 noon

TITLE: Back Care and Injury Prevention

Description: Correct and Incorrect ways to perform on the job.

Instructor: Allen Holm, McKennan Hospital, Sioux Falls, SD

SESSION VII

(Lineman Safety continued)

PART V

Wednesday 1:00 - 5:00 p.m.

TITLE: Burn Management

Description: A four hour course on electrical burn management. Course includes the actual experience of a victim.

Instructor: Sharon Bobier, St. Lukes Hospital,
Sioux City, IA

PART VI

Thursday, 8:00 - 10:00 a.m.

TITLE: Hot Sticks

Description: Care and maintenance of hot sticks. Splicing of 220 mill cable and elbows.

Instructor: Bob Anderson, Minnkota Electrical Sales,
Bismarck, ND

PART VII

Thursday, 10:00 - 12:00 noon

TITLE: Supervisory Responsibility

Description: Guidelines for supervising employees.

Instructor: Gary P. Paganini, South Dakota Safety Council,
Sioux Falls, SD

Coordinators: Randy Dickerson, South Dakota Rural Electric
Association, Pierre, SD
Joe Halverson, East River Electric Power
Cooperative, Madison, SD

JOINT UTILITY TRAINING COMMITTEE

Chairman:

Rodney Gunn, West River Electric, Rapid City, SD

Vice Chairman:

Jim Mergen, Sioux Falls Light Dept., Sioux Falls, SD

Secretary:

Nancy Forkel, Black Hills Power and Light, Rapid City, SD

Treasurer:

Roger Nagel, South Dakota Rural Electric Association,
Pierre, SD

Registration:

Mary Ellen Wagner, South Dakota Rural Electric Association,
Pierre, SD

South Dakota Electrical Council:

Pete Swanson (Liaison), Watertown Municipal Utilities,
Watertown, SD

JUTS MEMBERS

South Dakota Rural Electric Association:

Dennis Duffek, Bon-Homme Yankton Electric, Tabor, SD
Clarence Wattnem, Lincoln-Union Electric, Alcester, SD
John Wheeler, Butte Electric, Newell, SD

Investor-Owned Electric Utilities:

Al Kubousek, Otter Tail Power Company, Milbank, SD
Merlyn Wookey, Northwestern Public Service Co., Huron, SD
Willy Haufschild, Montana-Dakota Utilities, Mobridge, SD
Dean Greer, Northern States Power Co., Sioux Falls, SD

Municipal Electric:

Andy Jensen, Brookings Municipal Utilities, Brookings, SD
Richard Bailey, City of Burke, Burke, SD
Bruce Brunick, City of Vermillion, Vermillion, SD
Kurt Goehring, City of Pierre, Pierre, SD

Generation, Transmission, Political Subdistricts, Statewide Associations:

Randy Dickerson, South Dakota Rural Electric Association,
Pierre, SD
Slim Rutschke, South Dakota Rural Electric Association,
Pierre, SD
Joe Halverson, East River Electric Power Cooperative,
Madison, SD

The JUTS Committee would like to thank the following instructors and their companies for their participation in the Thirteenth Annual Joint Utility Training Workshop. Without their involvement, this program would not be possible.

All instructors are cordially invited to breakfast at 7 a.m. on Wednesday, January 13 and Thursday, January 14 in the back Dorchester Room at the Ramkota Inn -- compliments of the JUTS Committee.

Bob Anderson	Minnkota Electrical Sales Bismarck, ND
Bruce Bartunek	Northern States Power Sioux Falls, SD
Sharon Bobier	St. Lukes Hospital Sioux City, IA
Steve Bode	Plainsco Aberdeen, SD
David DeVries	DeWild, Grant and Reckert Rock Rapids, IA
Alexander (Sandy) Davidson	Madison Career Learning Center Madison, SD
Mary E. Dunbar	Northern States Power Sioux Falls, SD
Leo Franka	Sioux Valley Empire Electric Colman, SD
Gene Fritz	Otter Tail Power Fergus Falls, MN
Harold A. Hanson	City of Sioux Falls Sioux Falls, SD
Bill Hejduk	RTE Corporation Waukesha, WI
Allen Holm	McKenna Hospital Sioux Falls, SD
Paul Hubbell	General Electric Fargo, ND
Gary Huisken	Brookings Municipal Brookings, SD
Jim Kellar	Training Associates Sioux Falls, SD

Art E. Kolle	Otter Tail Power Company Sioux Falls, SD
Carl Landinger	Conductor Products, Inc. Scottsville, TX
William Libro	Northern States Power Company Sioux Falls, SD
Greg May	May Engineering Labs Sioux Falls, SD
Chuck Meyer	Northern States Power Company Sioux Falls, SD
Jerry J. Olson	Plainsco Aberdeen, SD
Paul Owens	Montana Dakota Utilities Bismarck, ND
Roderick A. Paul	W.M.Bashlin Company Grove City, PA
Gary P. Paganini	South Dakota Safety Council Sioux Falls, SD
Joe Robb	ZEMAR Regulator School Zanesville, OH
Bob Ryan	The Okonite Company Kansas City, MO
Robin Savage	Sioux Valley Empire Electric Colman, SD
Lewis Schaar	Northwestern Public Service Huron, SD
Thomas Smith	Joslyn Power Products Chicago, IL
Gordon Solee	Otter Tail Power Fergus Falls, MN
Art B. Stortroen	Otter Tail Power Wahpeton, ND
Ron J. Torp	Northern States Power Company Minneapolis, MN

---NOTES---