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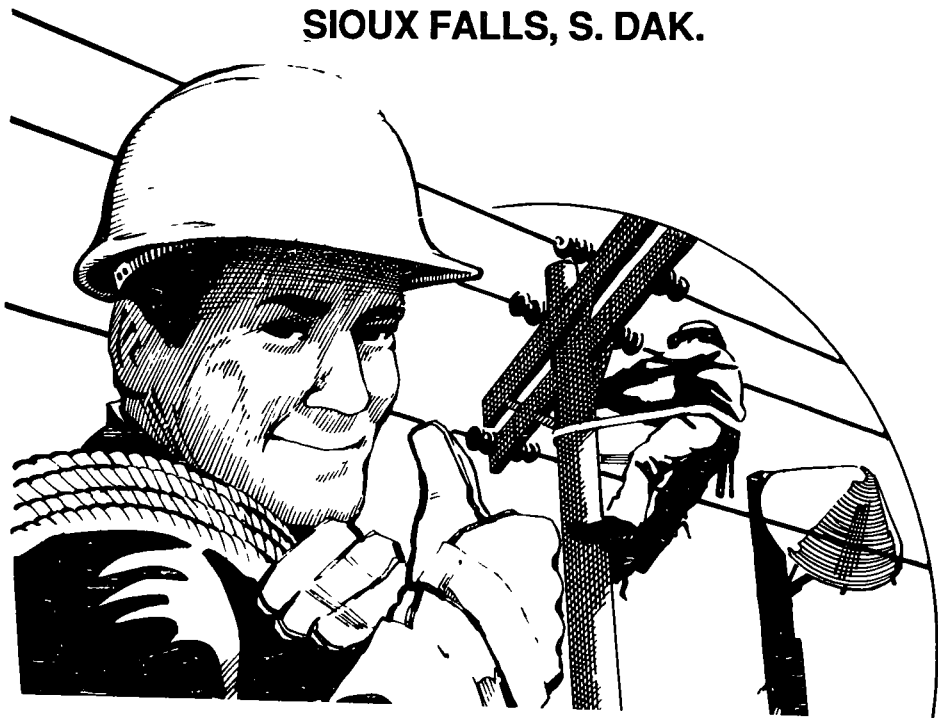
**JOINT UTILITY
TRAINING WORKSHOP**

January 24, 25, 26, 1989

**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**

***14th Annual
Joint Utility Training School
January 24, 25 and 26, 1989
Ramkota Inn - Sioux Falls, SD***

**REGISTRATION FEE
for all the sessions is \$50.00 per student. PREPAID**

- I. LEADERSHIP SEMINAR
- II. HAZARD COMMUNICATIONS - TRAFFIC CONTROL -
HAZARDOUS WASTE - PCB
- III. TRANSFORMER CONNECTIONS **
- IV. Z.E M.A.R. REGULATOR SCHOOL
- V. ELECTRIC METERING
- VI. ENGINEERING AND OPERATIONS
- VII. LINEMAN SAFETY
- VIII. CUSTOMER RELATIONS

Some sessions have limited enrollment, so make your reservations **as soon as possible.**

Please submit this form with registration. Make checks payable to Joint Utility Training School Refunds and changes in registration will be allowed up to January 5th Send check and registration form to: South Dakota Rural Electric Association, Box 1138, Pierre, SD 57501.

**** Session III** It would be helpful if the person who registers for this workshop could express a preference for. A-Pole-Mount Transformers, B-Pad-Mount Transformers or C-Miniature Substations.

GENERAL SESSION

RAMKOTA INN

Washington Room

TUESDAY 1:00 - 5:00 P.M.

ST. PAUL - RAMSEY BURN CENTER

Title: Comprehensive Burn Treatment

Description: We are very fortunate to have a team from St. Paul Medical Center to present a program on:

- * The role of "The Burn Center"
- * Surgical treatment of electrical injuries
- * Pain management issues
- * Temporary burn wound covering, artificial skin and skin coverings
- * Rehabilitation of the electrical injury
- * Long term disability and job re-entry
- * Psychological sequelae after injury
- * Reconstruction of the electrical injury

Presenting this program will be:

- * Lynn D. Solem M.D.
Director of St. Paul Ramsey
- * Elizabeth Rivers O.T.R.
Rehabilitation Specialist
- * Candy Kuehn R.N.
Head Nurse

ATTENDANCE IS REQUIRED

SESSION I

Ramkota Inn

LEADERSHIP SEMINAR
Registration Fee \$50.00

PART I

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

General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota

PART II

Crystal Room
Wednesday 8:00 a.m. - 5:00 p.m.

TITLE: Being an Effective People Manager

Training Employees
Communication
Implementing and Selling Change
Improving Listening Skills
Improving Employee Performance
Leadership and Delegation
Teambuilding
Managing Time and Stress
Handling Complaints
Communicating Upward
Values and Workers: Building relationships at work
Using Job Descriptions Effectively

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

PART III

Thursday, 8:00 - 12:00 noon

TITLE: Developing Personal Skills to Assist the Supervisor

Motivating Others
Setting Goals
Attitude and How it Works
Self Esteem

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

Coordinators: Nancy Forkel and Rodney Gunn

COURSE LIMITED TO A MAXIMUM OF 24 STUDENTS

SESSION II

Ramkota Inn

FEDERAL OSHA HAZARD COMMUNICATIONS ACT COMPLIANCE

HAZARDOUS WASTE DISPOSAL

PCB REGULATORY UPDATE
Registration Fee \$50.00

PART I

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

General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota

PART II

Amphitheater I
Wednesday 8:00 a.m. - 12:00 noon

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: James M. McCunney - Sr. Industrial Hygienist
Northern States Power Company

PART III

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

Title: Hazardous Waste Disposal

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

Instructor: Cynthia R. Axness - Plant Regulatory Analyst -
Northern States Power Company

SESSION II

(Federal OSHA, etc. continued)

PART IV

Amphitheater I

Thursday, 8:00 a.m. - 12:00 noon

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: Cynthia R. Axness - Plant Regulatory Analyst -
Norther States Power Company

Coordinators: Dean Greer and Clarence Wattnem

SESSION III

Howard Johnson

Dakota Room A

TRANSFORMER CONNECTIONS Registration Fee \$50.00

A 12-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.

General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota

PART II

Wednesday, 8:00 - 12:00 noon

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 III

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

TITLE: **Three-Phase Power, 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.

Instructors: Gordon Solee, Engineer Consultant, 1115 Mitchell Place, Fergus Falls, MN 56537; Chuck Meyer, Northern States Power, Sioux Falls, SD; Russ Bartunek, Northern States Power, Sioux Falls, SD; Gary Huisken, Brookings Municipal, Brookings, SD; Joe Braun, Ottertail Power Company, Morris, MN

Coordinators: Al Kubousek and Bruce Brunick

COURSE LIMITED TO A MAXIMUM OF 48 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.

**General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota**

PART II

Wednesday, 8:00 - 12:00 noon

TITLE: Theory and Operation

PART III

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

TITLE: Application and Accessories

PART IV

Thursday, 8:00 - 12:00 noon

TITLE: Electronics and Hands On Trouble Shooting Procedures

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

**Coordinators: Richard "Slim" Rutschke
Bob Crawford**

SESSION V

Ramkota Inn

Lincoln Room

ELECTRIC METERING
Registration Fee \$50.00

PART I

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

General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota

PART II

Wednesday, 8:00 a.m. to 5:00 p.m.

TITLE: Electronic Metering

Description: A 12-hour course covering electronic metering principles, performance, benefits, calibration and testing. Other topics to include electronic terminology, components, rate theory, register functions, software, programming and communication.

Instructors: Kate Shiring, Westinghouse Electric Corp.
Tom Polk, Westinghouse Electric Corp.
Greg Guggennos, Wesco, Sioux City

PART III

Thursday, 8:00 - 12:00 noon

Description: Roundtable discussion on metering installations, problems and conditions found in the field.

Instructors: Greg May, May Engineering Lab
Greg Guggenmos, Wesco, Sioux City
Bill Cimperman, Wesco, Sioux City

Coordinators: Dennis Duffek and Andy Jensen

SESSION VI

Ramkota Inn

Amphitheater II

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.

General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota

PART II

Wednesday, 8:00 a.m. to 12:00 noon

TITLE: Fuse Coordination and Curves of Fusing

Instructor: Gene Wright, Combined Technology, Inc.
Milwaukee, WI

PART III

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

TITLE: National Electric Safety Code

Instructor: Keith Bartels, E.E., Martin & Associates
Mitchell, SD

PART IV

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

TITLE: Infrared Scanning

Instructor: Steve Wegman, South Dakota Energy Office,
Pierre, SD

PART V

Thursday, 10:00 a.m. - 12:00 noon

*** TITLE: Computer Mapping (AutoCad System)**

Instructor: Robert Ermish, Rushmore Electric Cooperative
Rapid City, SD

Coordinators: John Wheeler and Curt Goehring

SESSION VII

Ramkota Inn

Roosevelt Room

LINEMAN SAFETY

Registration Fee \$50.00

PART I

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

**General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota**

Part II

Wednesday, 8:00 - 12:00 noon

Title: Chain Saw Safety

Description: Safety concerns, chain saw function and maintenance, cause, effect and prevention of kickback. Protective equipment.

Instructor: Alex Bildeaux, Jr., Tilton Equipment Company, St. Paul, MN

Part III

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

Title: Care of Body Belts and Climbers

Description: Proper maintenance of belts and proper sharpening of hooks

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

PART IV

Wednesday, 3:00 - 5:00 p.m.

TITLE: Grounding

Description: Two-point equipotential temporary protective grounding - an acceptable alternate to present grounding systems.

Instructors: Jim Raukman, A.B. Chance Company, Aurora, CO, and Jim Fox, A.B. Chance Company, Maple Lake, MN

SESSION VII

(Lineman Safety continued)

PART V

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

TITLE: Cable Splicing

Description: Splicing and breaking a ground out of jacketed URD cable

Instructor: Richard Detwiler, Doland-Feldhaus Company, Minneapolis, MN

PART VI

Thursday, 10:00 - 12:00 noon

TITLE: Cotton Clothing and Personal Protective Equipment

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

Instructor: Gale Tollefson, Otter Tail Power Company, Wahpeton, ND

Coordinators: Randy Dickerson and Joe Halverson

SESSION VIII

Ramkota Inn

Harvest Room

CREATING SATISFIED CUSTOMERS

Registration fee \$50.00

This 12-hour class consists of hands-on training of how to deal with other people. It is specifically designed to deal with utility customers but will also help the participant communicate with spouse, children and people in general.

It is a hands-on practice type training class put together by Kaset, Inc. It is applicable to all classifications of employees but most helpful to those dealing directly one-to-one with customers.

PART I

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

**General Session: Ramsey Burn Center, St. Paul, MN
Washington Room - Ramkota**

PART II

Wednesday, 8:00 a.m. - 5:00 p.m.

Thursday: 8:00 - 12:00 noon

**Instructor: Randy Erickson, Black Hills Power & Light
Rapid City, SD**

Coordinator: Willy Haufschild

COURSE LIMITED TO A MAXIMUM OF 20 PEOPLE

JOINT UTILITY TRAINING COMMITTEE

Chairman:

Jim Mergen, Sioux Falls Light Department, Sioux Falls, SD

Vice Chairman:

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

Secretary:

Randy Dickerson, South Dakota Rural Electric Association
Pierre, SD

Treasurer:

Roger Nagel, 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:

Rodney Gunn, West River Electric, Rapid City, SD
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
Robert Crawford, Northwestern Public Service Co.,
Huron, SD
Willy Haufschild, Montana-Dakota Utilities, Moberg, SD
Dean Greer, Northern States Power Co., Sioux Falls, SD

Municipal Electrics:

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

**Generation, Transmission, Political Subdistricts, Statewide
Association:**

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 fourteenth 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 25 and Thursday, January 26 in the back Dorchester Room at the Ramkota Inn -- compliments of the JUTS Committee.

General Session:

Lynn D. Solem, M.D.	Director of St. Paul Ramsey St. Paul, MN
Elizabeth Rivers, O.T.R.	Rehabilitation Specialist St. Paul, MN
Candy Kuehn, R.N.	Head Nurse St. Paul, MN

Session I:

Jim Kellar	Training Associates Sioux Falls, SD
Alexander (Sandy) Davidson	Madison Career Learning Center Madison, SD

Session II:

James M. McCunney Sr. Industrial Hygienist	Northern States Power Company Minneapolis, MN
Cynthia R. Axness Plant Regulatory Analyst	Northern States Power Company Minneapolis, MN

Session III:

Gordon Solee Engineer Consultant	115 Mitchell Place Fergus Falls, MN 56537
Chuck Meyer	Northern States Power Company Sioux Falls, SD
Russ Bartunek	Northern States Power Company Sioux Falls, SD
Gary Huisken	Brookings Municipal Brookings, SD
Joe Braun	Otter Tail Power Company Morris, MN

Session IV:

Joe Robb
ZEMAR Regulator School
Zanesville, OH

Session V:

Kate Shiring
Westinghouse Electric Corp.

Tom Polk
Westinghouse Electric Corp.

Greg Guggenos
Wesco
Sioux City, IA

Greg May
May Engineering Lab

Bill Cimperman
Wesco
Sioux City, IA

Session VI:

Gene Wright
Combined Technology, Inc.
Milwaukee, WI

Keith Bartels, E.E.
Martin and Associates
Mitchell, SD

Steve Wegman
SD Energy Office
Pierre, SD

Robert Ermish
Rushmore Electric Coop.
Rapid City, SD

Session VII:

Alex Bildeaux, Jr.
Tilton Equipment Company
St. Paul, MN

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

Jim Raukman
A. B. Chance Company
Aurora, CO

Jim Fox
A. B. Chance Company
Maple Lake, MN

Richard Detwiler
Doland-Feldhaus Company
Minneapolis, MN

Gale Tollefson
Otter Tail Power Company
Wahpeton, ND

Session VIII:

Randy Erickson
Black Hills Power & Light
Rapid City, SD

PROGRAM

SESSIONS PROGRAM INFORMATION

Each session is designed as a 12-hour minicourse. Registration will be for one session only per individual. You will remain in that session for the entire length of the course. The exception being the GENERAL SESSION that everyone will attend on Tuesday afternoon. Certificates will be sent to your respective company if attendance has been continuous.

REGISTRATION

Pre-Paid Registration
\$50.00 Per Person

Tuesday, January 24, 1989

Ramkota Inn

10:00 a.m. to 12:00 noon

LUNCHEON

Wednesday, January 25, 1989

Ramkota

12:00 p.m. to 1:00 p.m.

GENERAL SESSION

Tuesday, January 24, 1989

Ramkota Inn-Washington Room

1:00 to 5:00 p.m.

MINI COURSES will be:

Wednesday
Thursday

8:00 a.m. to 5:00 p.m.
8:00 a.m. to 12:00 p.m.