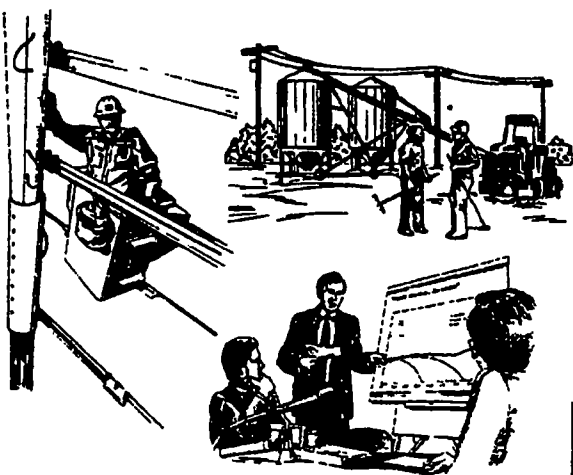


22nd Annual
**Joint Utility
Training School**

January 21-22-23, 1997
Ramkota Inn
Sioux Falls, SD
605-336-0650



Sponsored by:
Joint Utility Training Committee

VII Don Boble

VII Owen
Bruce

SESSIONS PROGRAM INFORMATION

Each session is designed as a 16-hour mini-course
Registration will be for one session only per individual
You will remain in that session for the entire length of
the course Certificates will be sent to your respective
company if attendance has been continuous

To obtain continuing education credit for sessions that
qualify, a copy of your completion certificate must be
sent to: SD Electrical Commission, 302 S Pawnee,
Pierre, SD 57501

REGISTRATION

Tuesday, January 21, 1997

10 00 a.m to 12:00 noon

\$100 per person

Pre-paid registration will include breakfast on Wednes-
day and Thursday morning at 6:30 a.m.-8.00 a.m. in
the Exhibit Hall and a noon meal on Wednesday in the
Exhibit Hall

LUNCHEON

Wednesday, January 22, 1997

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

Mini-courses will be:

Tuesday	1:00 p.m.-5.00 p.m.
Wednesday	8 00 a m -5 00 p m
Thursday	8.00 a m.-12:00 noon

SESSION 1-A and SESSION 1-B

SESSION 1-A - Harvest Room

SESSION 1-B - Viking Room

38

ENHANCING TEAMWORK

Tuesday, Jan 21, 1 00 p m -5 00 p m
Wednesday, Jan 22, 8 00 a m -5 00 p m
Thursday, Jan 23, 8 00 a m -12 00 noon

Description: Whether you're a team leader, field technician, administrator, engineer or the newest person on the team, this session is designed for you! This session will be taught by two instructors. Each will work with half the participants at one time, then switch to work with the other half. Enrollment is limited to 50 people, 25 in each group.

TITLE: Tools to Handle Those Tough People and Tough Situations

- How does a person communicate for maximum effectiveness whether giving orders, teaching a new job, offering suggestions to the boss, or getting along within a team?
- How can a person learn to confront disagreements and conflict without ruining the relationships already in place? (We need to be able to apply these skills whether we're working with our subordinates, our team, our boss, or our customers.)
- How can we learn to better understand "where the other person is coming from?"
- How can we learn more about why people are the way they are and how others are most comfortable getting the job done?
- What are the benefits to your team, your company, your family, and yourself, as you learn more about how to be most effective in your dealings with others?
- How does a person learn to balance the stress of work and the demands of a personal life?
- How does a person learn to handle conflict better?

Instructors: Jim Kellar - Kellar Training Associates, Sioux Falls, SD
Suzanne Knudson - Human Relations Training Consultant, Sioux Falls, SD

Coordinator: James Mergen

Bob Crawford

COURSE LIMITED TO 50 STUDENTS

(2)

1998
same
1/2 2400

SESSION II

Exhibit Hall

20

OCR & REGULATOR MAINTENANCE AND TESTING

Part I

Tuesday, 1 00 p m - 5 00 p m
Wednesday, 8:00 a m - 12 00 noon

TITLE: OCR Maintenance

Description: An 8-hour course on the basics of hydraulic OCR operation, maintenance, and testing with hands-on experience and problem solving techniques. Three phase OCR operation, maintenance, and testing will be included in this year's session. The course will also touch briefly on electronic OCRs and their operation.

Instructors: Ron Globke, Robert Schrag and Don Kettwig - Turner-Hutchinson Electric, Marion, SD
Greg Arthur - West Central Electric, Murdo, SD

Part II

Wednesday, 1.00 p m - 5 00 p m.
Thursday, 8.00 a m. - 12 00 noon

TITLE: Regulator Operation and Troubleshooting

Description: In this 8-hour course, students will deal with testing, maintenance, repair, and operation of regulators. Regulators, panels, and mechanism parts will be available for inspection and troubleshooting. Students get an opportunity to learn how to troubleshoot panels in the shop and techniques for troubleshooting out in the field.

Instructors: Ron Hoeft - East River Electric, Madison, SD
Randy Otto - Northwestern Public Service, Huron, SD

~~Don Heck~~ *Kevin Kuba*
Coordinators: Don Heck and Chuck Birkholt

Mike Kuba

COURSE LIMITED TO 18 STUDENTS

(3)

5842

33

SESSION III

Washington Room

TRANSFORMER CONNECTIONS

A 16-hour workshop designed for apprentice linemen or for experienced linemen and servicemen who are willing to go through a refresher course seeking ideas for communicating and explaining electrical terms and transformer connections to employees whom they may supervise. The workshop experience will be valuable to senior linemen who did not have the opportunity to learn the trade at a lineman's school. A pocket calculator would be helpful in determining the anticipated voltage.

Part I

Tuesday, 1 00 p m - 5 00 p m

Description: Recognizing that the majority of work done with transformers is for single-phase loads, we will begin with basic transformers. This will include turns ratios, polarities, calculations, connections, and troubleshooting. We will use lecture, open discussion, and hands-on connections with miniature equipment.

Parts II and III

Wednesday, 8 00 a m - 5 00 p m

Description: This part will discuss basic three-phase systems. We will work with some basic phasor diagrams and try to explain the relationship of the phasor to the transformer itself. We will also make transformer connections with miniature equipment.

Part IV

Thursday, 8 00 a m - 12 00 noon

Description: We will continue to build miniature transformer banks and work on troubleshooting. We will also discuss motor rotation as it relates to three-phase systems, as well as discuss ways to prevent voltage surges during switching a three-phase bank.

(continued)

Instructor: Scott Meinecke - Northwest Iowa
Community College, Sheldon, IA

Supervisors: Dennis Wagner - NWPS, Huron, SD
1998 (3) Larry DeKramer - NWPS, Huron, SD
Dennis Peterson - MDU,
Dickenson, ND
Kenneth Booze - East River Electric,
Madison, SD

Coordinator: ~~Tom Henkomp~~ *Mark Mengerhaus*
Gary Clayton

4 other credit hours will be given by the State Electrical Commission

COURSE LIMITED TO 40 STUDENTS

12

SESSION IV

Lincoln Room

OCCUPATIONAL SAFETY & HEALTH MANAGEMENT

*Myron Jones
Instructor
Instructor, NLS*

PART I

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

TITLE: Safety Regulations, Guidelines and Practices

Description: This 4-hour presentation will focus on the following topics Changes in 29 CFR 1910 269 Regulations - Ditch Trenching & Shoring, Barricade Issues - Lockout/Tagout Issues - Fire Extinguisher and Shop Safety Hazards

Instructors: Jon Puetz - SDSU, Brookings, SD
James Manning - SDSU,
Brookings, SD

PART II

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

TITLE: Safety Management

Description: This 8-hour class will focus on the concepts of safety management, where accidents come from, the true costs of accidents, and the elements of effective accident prevention programs.

Instructor: Tom Slattery - South Dakota Safety Council, Sioux Falls, SD

PART III

Thursday, 8 00 a m - 12 00 p.m

TITLE: Safe and Proper Use of Herbicides

Description: This 4-hour presentation is to discuss the safe and proper use of herbicides. Taking such factors into consideration as the proper choice for your needs, their effect, if any on the environment, and how to explain this to your "neighbors" Safety will be discussed in relationship to handling (toxicity) of herbicides.

(continued)

Instructors: Darrel Odle - Chemtrol Inc ,
Kansas City, KS
Lyle Christensen - Chemtrol Inc ,
West Des Moines, IA

Coordinator: ~~Bruce Brunick~~

Jim Donseecklander
Bruce Brunick

Cancelled

SESSION V

Exhibit Hall Annex

METERING WORKSHOP

Description: A 16-hour course designed for linemen and individuals with previous meter background

Topics: The first day of the workshop will consist of four workstations of factory representatives from ABB, Landis & Gyr, G E and Schlumberger

The second and third day will consist of 1) basic concepts of metering, 2) current and potential transformers, 3) transformer-rated poly-phase wiring schemes, 4) wiring and testing meter installations and 5) troubleshooting metering installations

All students are to bring their personal safety equipment - rubber gloves, safety glasses, stop watch, hand tools and a 10-amp digital multi-amp meter

Instructors: Ernie Leesch - Burmeister Electric, Vermillion, SD
Steve Bode - Burmeister Electric, Minneapolis, MN
Larry Chapman - Chapman Metering Co, Avoca, IA
Bob Johnson - Codington-Clark Electric, Watertown, SD
Mike Kruse - Clay-Union Electric, Vermillion, SD
Steve Stephens - Tri-County Electric, Plankinton, SD
Neal Drury - West River Electric, Wall, SD

Lorena Moss

Coordinators: Jim Lewis and ~~Don Seeklander~~

16 non-code hours will be given by the SD Electrical Commission

COURSE LIMITED TO 40 STUDENTS

(22)

OWEN
BRUCE

SESSION VI

Amphitheater II

moves to
Ball Park

ENGINEERING

Part I

Tuesday, 1 00 p m - 5 00 p m

TITLE: Underground Cable Locating

Description: This course will give you a generic understanding of how a cable locator works and how your locator can work better for you. Secondary fault locating will also be discussed. An actual hands on demonstration will be given if weather permits.

Instructor: Jim Grimes - Metrotech, Wathena, KS

Part II

Wednesday, 8 00 a m - 12.00 noon

TITLE: Distribution Overcurrent Protection

Description: This session will introduce different types of overcurrent protection devices available and their characteristics. Different types of fuses, reclosers, sectionalizers and breakers will be discussed.

Wednesday, 1 00 p m - 5 00 p m

Description: Application and coordination of overcurrent devices will be discussed. This includes consideration of device selection and placement. Use of time current curves and coordination of upstream and downstream devices will be a large part of the session.

Instructors: Tom Johnson - Cooper Power Systems, Minneapolis, MN
Bob Jozwowski - Cooper Power Systems, Milwaukee, WI
Jack McLagen - Border States Electric, Fargo, ND
Don Knudson - Border States Electric, Sioux Falls, SD

(continued on next page)

Part III

Thursday, 8 00 a m -10 00 a m

TITLE: The Internet and Your Utility

Description: This session will cover the use of the world wide web and how utilities can get information on line Actual connection to the Internet will take place in this session

Instructor: Steve Wegman - SD Public Utilities Commission, Pierre, SD

Part IV

Thursday, 10 00 a m - 12 00 noon

TITLE: Challenges Facing Electric Utilities

Description: Developments in retail wheeling, wholesale transmission and competitive generation will be discussed during this session

Instructor: Steve Wegman - SD Public Utilities Commission, Pierre, SD

Coordinator: Todd Chambers
Clark

(33)

SESSION VII

Amphitheater I

MOVES to E
on wed.

100²
601/2

OPERATIONS AND SAFETY

Part I

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

TITLE: Protective Temporary Grounding, Care and Maintenance of Hot Line Tools.

Description: Proper protective grounding procedures featuring the equipotential method, care and maintenance of hot line tools

Instructor: Jim Fox - Hubble Co , Maple Lake, MN

Part II

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

TITLE: Hydraulic Operator Training

Description: Basic Hydraulic Training

Instructor: Rick Heathcote - D.U E C.O., Watertown, SD

Part III

Wednesday, 8.00 a m - 5 00 p m

TITLE: Winter Safety and Survival - Educational Program

Description: Training on what to do if you were stranded or trapped in the field during a snow-ice storm How to cope with the panic and fear, learn how to keep yourself and others alive until help arrives.

Instructor: Papa-Bear Whitmore, Wheat Ridge, CO

(continued on next page)

Part IV

Thursday, 8 00 a m - 10 00 a m

TITLE: Tree Trimming Safety

Description: Proper pruning cuts and techniques will be discussed along with maintaining line clearness and tree trimming safety

Instructor: Jack Wilson - Wilson Tree Service,
Custer, SD

Part V

Thursday, 10 00 a m - 12 00 noon

inspection care & use of ropes & slings

TITLE: Chain Saw Safety and the Proper Use

Description: All you need to know about chain saw safety and proper use of them, including sharpening, handling, what clothing, etc , to be used when cutting trees

Instructor: Alex Bildeaux - Tilton Equipment,
St Paul, MN

Coordinators: ~~Ken Wetz and Larry Brnk~~
Jim Moore Mark

COURSE LIMITED TO 40 STUDENTS

SESSION VIII

Jefferson Room

13

ACHIEVING EXTRAORDINARY CUSTOMER RELATIONS

Tuesday, 1 00 p m -5 00 p m
Wednesday, 8 00 a m -5 00 p m
Thursday, 8 00 a m -12 00 noon

This class consists of hands-on training on 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.

Instructors: Dean Swanson - Otter Tail Power Co ,
Fergus Falls, MN
Al Schafte - Otter Tail Power Co ,
Fergus Falls, MN

Coordinator: Juell Chapman *Kevin Ketcher*

COURSE LIMITED TO 20 STUDENTS

17
Jan Lewis

SESSION IX

Crystal Room

NATIONAL ELECTRICAL SAFETY CODE

Tuesday, 1 00 p m - 5 00 p m Intro Part 1
Wednesday, 8 00 a m - 5 00 p m Part 2
Thursday, 8 00 a m - 12 00 noon Parts 3 & 4

Description:The purpose of this class is to teach electric distribution personnel how to use the NESC book and some of the things to look for on their existing system This class is distribution oriented Lectures, practice exercises, video and practical application slides are used to make this a multimedia course

- PART 1 Electric Supply Stations
- PART 2 Safety Rules for Overhead Lines
- PART 3 Safety Rules for Underground Lines
- PART 4 Work Rules

IMPORTANT: STUDENTS MUST BRING A CURRENT 1997 NESC BOOK. ALSO, IF POSSIBLE, BRING A COPY OF THE 4TH EDITION NESC HANDBOOK WITH THEM.

To purchase either of the books mentioned above, please call 1-800-678-4333 or write IEEE Customer Service, PO Box 1331, Piscataway, NJ 08855-1331.

Instructor: Robert Witter - PE SGS Witter, Inc , Albuquerque, NM

Coordinator: Dennis Schnabel

16 non-code hours will be given by the SD Electrical Commission

IX 625 Jan Lewis
= Dennis S.

Joint Utility Training Committee

Chairman

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Vice Chairman

Tom Honkomp - City of Brookings, Brookings, SD

Secretary

Bob Crawford - Northwestern Public Svc , Huron, SD

Treasurer

Randy Dickerson - SD Rural Electric Ass'n , Pierre, SD

JUTS Members

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Ken Wetz - Butte Electric, Newell, SD

Juell Chapman - Grand Electric, Bison, SD

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Bob Crawford - Northwestern Public Svc , Huron, SD

Dennis Schnabel - Montana-Dak Util , Mobridge, SD

Vacant - Northern States Power Co , Sioux Falls, SD

Municipal Electric Utilities:

Tom Honkomp - City of Brookings, Brookings, SD

Jim Mergen - City of Sioux Falls, Sioux Falls, SD

Bruce Brunick - City of Vermillion, Vermillion, SD

Don Seeklander - City of Estelline, Estelline, SD

Todd Chambers - City of Pierre, Pierre, SD

Generation, Transmission, Political Subdistricts, Statewide Association:

Jim Lewis - SD Rural Electric Ass'n , Pierre, SD

Randy Dickerson - SD Rural Electric Ass'n , Pierre, SD

Don Hook - East River Electric, Madison, SD

Rodney Gunn - West River Electric, Rapid City, SD

**22nd Annual
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Ramkota Inn - Sioux Falls, SD**

**REGISTRATION FEE
\$100 per student - PREPAID**

- I ENHANCING TEAMWORK - 50 Maximum
- II OCR AND REGULATOR MAINTENANCE AND TESTING - 18 Maximum
- III TRANSFORMER CONNECTIONS - 40 Maximum
- IV OCCUPATIONAL SAFETY & HEALTH MANAGEMENT
- V METERING - 40 Maximum
- VI ENGINEERING
- VII OPERATIONS AND SAFETY - 40 Maximum
- VIII ACHIEVING EXTRAORDINARY CUSTOMER RELATIONS - 20 Maximum
- IX NATIONAL ELECTRICAL SAFETY CODE

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

Please submit form with payment Make checks payable to **Joint Utility Training School** Refunds and changes in registration will be allowed to January 5 No phone-in registrations will be accepted Send check and registration form to. South Dakota Rural Electric Association (SDREA), ATTN Tracy Smith, PO Box 1138, Pierre, SD 57501-1138

