

**23rd Annual
Joint
Utility
Training
School**

**January 20-21-22, 1998
Ramkota Inn
Sioux Falls, SD
605-336-0650**

Sponsored by
**South Dakota Rural Electric Ass'n
Investor-owned Electric Utilities
Municipal Electric Utilities**

REGISTRATION

1998 Joint Utility Training School

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

Type or print name as it should appear on certificate

Session

Name

Session	Name

Please submit this form with payment. Make checks payable to **Joint Utility Training School**. Send check and registration form to JUTS, ATTN Tracy Smith, PO Box 1138, Pierre, SD 57501

**23rd Annual
Joint Utility Training School
January 20-21-22, 1998
Ramkota Inn - Sioux Falls, SD**

**REGISTRATION FEE
\$125 per student - PREPAID**

- I. ENHANCING TEAMWORK -
*50 Maximum***
- II. ACHIEVING EXTRAORDINARY
CUSTOMER RELATIONS - 20
*Maximum***
- III. TRANSFORMER CONNECTIONS -
*40 Maximum***
- IV. OSHA CERTIFICATION SAFETY &
HEALTH COURSE**
- V. METERING - 40 *Maximum***
- VI. ENGINEERING/TECHNICAL
SUPPORT**
- VII. OPERATIONS AND SAFETY - 40
*Maximum***
- VIII. OCR AND REGULATOR
MAINTENANCE AND TESTING - 18
*Maximum***
- IX. GAS OPERATOR
QUALIFICATIONS**

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 registrations will be allowed to January 2. No phone-in registrations will be accepted. Send check and registration form to JUTS, ATTN Tracy Smith, PO Box 1138, Pierre, SD 57501-1138

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, 118 West Capitol Ave, Pierre, SD 57501.

REGISTRATION

Tuesday, January 20, 1998
10 00 a m to 12 00 noon
\$125 per person

Pre-paid registration will include breakfast on Wednesday 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 21, 1998
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 1-2 and SESSION 1-B

SESSION 1-A - Viking Room

SESSION 1-B - Harvest Room

ENHANCING TEAMWORK

Tuesday, Jan 20, 1 00 p m - 5 00 p m

Wednesday, Jan 21, 8 00 a m - 5 00 p m

Thursday, Jan 22, 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 all 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

Coordinators: James Mergen and Bob Crawford

Course Limited to 50 Participants

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SESSION II

Exhibit Hall

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 classification 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: Kevin Kouba

Course Limited to 20 Participants

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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 on next page)

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

Supervisors: Dennis Wagner - Northwestern
Public Service, Huron, SD
Larry DeKramer - Northwestern
Public Service, Huron, SD
Bruce Brekke - Montana-Dakota
Utilities, Mobridge, SD
Kenneth Booze - East River
Electric, Madison, SD

Coordinators: Mark Mengershauser and Gary
Clayton

4 other credit hours will be given by the SD Elect-
rical Commission

Course Limited to 40 Participants

SESSION IV

Lincoln Room

OSHA CERTIFICATION SAFETY & HEALTH COURSE

Tuesday, Jan 20, 1 00 p m - 5 00 p m
Wednesday, Jan 21, 8 00 a m - 5 00 p m
Thursday, Jan, 22, 8 00 a m - 12 00 noon

TITLE: OSHA Compliance Safety Training

Description: The course is taught by one of the leading OSHA trainers in the country and is designed to be an enjoyable and learning experience. This course will cover those regulations that can most affect the utility industry. Current interpretations and court decisions are discussed with the electric industry in mind. Learn what the most common OSHA violations are and how to avoid them.

Who Should Attend?: Safety committee members, utility personnel, supervisory personnel, and all levels of personnel who are responsible for employee safety and health.

Certification: All Participants will receive a 10-hour certification from OSHA for completion of the course.

Required Material: All Participants are required to bring the current Code of Federal Regulations for OSHA General Industry dated February 3rd, 1997. You can purchase one from the instructor for \$24.50. You also need a green, pink and yellow highlighter pen.

Required Topics (seven hours of training courses)

- * OSH Act
- * Citations & Penalties
- * Walk-Work Surfaces/Ladders
- * Bloodborne Pathogens
- * Hazard Communications

(continued on next page)

Elective Topics (nine hours of training courses)

- * Personal Protective Equipment
- * Derricks & Cranes
- * Electric Utility Construction
- * Trenching & Shoring
- * D O T Traffic Control

Instructor: Myron R. Jones - Occupational Consulting & Training Specialist, Omaha, NE

Coordinator: Bruce Brunick

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SESSION V

Exhibit Hall Annex

METERING WORKSHOP

Description: A 16-hour course designed for linemen and individuals with or without 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
- 5) Trouble-shooting metering installations

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

Coordinators: Jim Lewis and Loren Noess

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

Course Limited to 40 Participants

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24

SESSION VI

Amphitheater II

ENGINEERING/TECHNICAL SUPPORT

Part I

Tuesday, 1 00 p m - 5 00 p m

TITLE: Underground Cable Analysis

Description: The instructors of this session will discuss Northern States Power Company's (NSP) approach to the use of underground cable both from an installation and maintenance and operation standpoint. There will be a discussion of types and sizes of underground cable which NSP includes in its standards and a discussion of the procedure for rating and testing cable which has failed or faulted.

Instructors: John Lazar - Northern States Power Company, Minneapolis, MN
Owen Koslocki - Northern States Power Testing Lab, Minneapolis, MN

Part II

Wednesday, 8 00 a m - 5 00 p m

TITLE: System Overvoltage Protection

Description: This session will cover system design for overvoltage protection. It will include arrester design, overhead, underground and substation protection of distribution systems. Low voltage system protection will also be covered. Over-voltage economics will also be discussed with information on cost effectiveness of using arresters.

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

Part III

Thursday, 8 00 a m - 12 00 noon

TITLE: How the Internet Can Work for You

Description: This presentation will discuss the Internet from a utility perspective. There will be discussion of the types of equipment needed and what kind of equipment is available to access the Internet, acquiring service connection and costs of both equipment and service. The presentation will also include information on ways to use the Internet in your office. The session is designed to be helpful to the beginner as well as the experienced user.

Instructors: Joe Connot - West Central Electric,
Murdo, SD
Becky Pol - West Central Electric,
Murdo, SD

Coordinators: Todd Chambers and Clark
Hendrickson

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SESSION VII

Amphitheater I

OPERATIONS AND SAFETY

Part I

Tuesday, 1 00 p m - 5 00 p m

TITLE: Hydraulic Operator Training

Description Basic hydraulic training on operations and maintenance of aerial devices and digger derricks

Instructor: Cornie Sheehan - Hydraulic Equipment Service Inc , Seward, NE

Part II

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 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, Wilderness Survival Institute, Wheat Ridge, CO

Part III

Thursday, 8 00 a m - 12 00 a m

TITLE: Chain Saw Safety and Maintenance

Description: General chain saw maintenance, safe operation of chain saws and chain saw safety around power lines

TITLE: Proper Pruning Around Power Lines

Description: Drop crotch pruning and disadvantages of flat-top pruning

TITLE: Line Clearance Climbing

Description: Basic techniques of climbing and climbing safety around power lines

TITLE: Line Clearance Rigging

Description: Examples of rigging techniques, how rigging is helpful around power lines and why rigging is especially important after storms

10⁵ 60^v

Instructors: Randy Honkomp and Al Kruse,
Brookings, SD

Coordinators: Jim Moore and Larry Brink

Course Limited to 40 Participants

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Steve

SESSION VIII

Jefferson Hall

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 eight-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 include a workshop on electronic OCRs

Instructors: Ron Globke, Robert Schrag and Don Kettwig - Turner-Hutchinson Electric, Manon, SD
Joe Bares - Charles Mix Electric, Lake Andes, SD
Border States Electric Rep
Cooper Industries Rep

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 eight-hour course, participants will deal with testing, maintenance, repair and operation of regulators Regulators, panels and mechanism parts will be available for inspection and troubleshooting Participants get an opportunity to learn how to troubleshoot panels in the shop and techniques for troubleshooting out in the field This course emphasizes hands-on training

Instructors: Ron Hoefft - East River Electric, Madison, SD
Randy Otto - Northwestern Public Service, Huron, SD
Roger Nagel - Electrotech, Inc , Pierre, SD
Mark Mande - Siemens Allis

Coordinators: Don Hook and Mike Kumm

Course Limited to 18 Participants

SESSION IX

Roosevelt Room

GAS OPERATOR QUALIFICATIONS

Description: 16 hours of required operation qualifications training for gas utility employees

TOPICS:

Characteristics and Hazards of Natural Gas
Potential Ignition Sources (indoor and outdoor)
Recognizing Emergency Conditions
Controlling the Accidental Release of Gas
Recognizing Unsafe Meter Sets
Leak Classification
Operating Combustible Gas Indicator

PARTICIPANTS THAT HAVE CGI'S PLEASE BRING THEM

Test to follow each module (certifications granted upon successful completion of test)

Instructor: Terry Hanson, Gas Technologies Instructor, Mitchell Technical Institute, Mitchell, SD

Coordinators: Jim Lewis and Dennis Schnabel

~~Tom Hanko~~
Tom Hanko

NESC
DCHH

Joint Utility Training Committee

Chairman.

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Vice Chairman.

Bob Crawford, Northwestern Public Svc , Huron, SD

Secretary.

Larry Brink, Dakota Energy Cooperative, Huron, SD

Treasurer.

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

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Gary Clayton - Rosebud Electric, Gregory, SD

Larry Brink - Dakota Energy Co-op , Huron, SD

Jim Moore - Northern Electric, Bath, SD

Mark Mengershauser - Charles Mix Electric, Lake Andes, SD

Investor-owned Electric Utilities:

Kevin Kouba - Otter Tail Power Company, Milbank, SD

Bob Crawford - Northwestern Public Serv , Huron, SD

Dennis Schnabel - Montana-Dakota Utilities, Mobridge, SD

Clark Hendrickson - 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

Todd Chambers - City of Pierre, Pierre, SD

Mike Kumm, Watertown Municipal Utilities, Watertown, 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