

24th Annual

JUTS

Joint Utility Training School

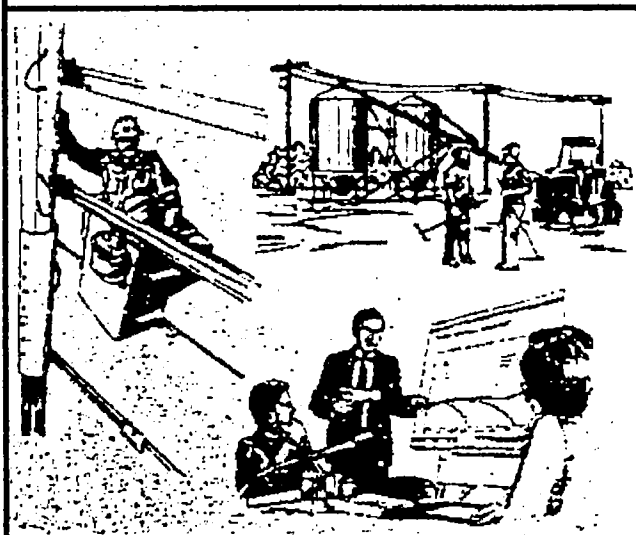
Training Today for Tomorrow

January 19-20-21, 1999

Ramkota Inn

Sioux Falls, SD

605-336-0650



Sponsored by:

South Dakota Rural Electric Ass'n.

Investor-owned Electric Utilities

Municipal Electric Utilities

JUTS

*The 1999 Joint Utility Training School
is dedicated to the memory of
BRUCE BRUNICK.*

*Bruce was an employee at the City of
Vermillion and served on the JUTS
Committee for 11 years.*

*Dedicated volunteers, like Bruce, are
what make events like this happen.*

**24th Annual
Joint Utility Training School
January 19-20-21, 1999
Ramkota Inn, Sioux Falls, SD**

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

- I. ENHANCING TEAMWORK**
- 35 Maximum
- II. THE CUSTOMER IS ALWAYS RIGHT???**
- 20 Maximum
- III. TRANSFORMER CONNECTIONS** - *40 Maximum*
- IV. OSHA CERTIFICATION SAFETY & HEALTH COURSE**
- V. NATIONAL ELECTRICAL SAFETY CODE**
- 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 4, 1999. No phone-in registrations will be accepted. Send check and registration form to **JUTS, ATTN: Karen, 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
Avenue, Pierre, SD 57501

REGISTRATION

Tuesday, January 19, 1999
10 00 a m to 12 00 noon
\$125 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 20, 1999
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 I

Conference Room II

ENHANCING TEAMWORK

Tuesday, January 19, 1 00 p m - 5 00 p m
Wednesday, January 20, 8 00 a m - 5 00 p m
Thursday, January 21, 8 00 a m - 12 00 noon

Description: This course provides insights and useful information for anyone who supervises or manages the work of others Team Leaders, Engineers, Office Workers, Lineman this program is designed to help team members and team leaders understand the critical roles they must play in contributing to productive, service oriented teams and team work

TITLE: HANDS — ON SUPERVISION

- How to better understand the reasons why people behave the way they do — and what to do about it
- How to help people use their natural motivation by creating a motivating environment
- How to deal with difficult situations — whether you are part of the problem or simply an observer who needs to have a positive impact on helping things work better
- How to deal better with the stress of balancing work's needs with life's demands
- How to communicate better with people in every part of your life

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

Coordinator: Jim Mergen

Course Size Limited to 35 Participants

SESSION II

Jefferson Room

THE CUSTOMER IS ALWAYS RIGHT???

Tuesday, January 19, 1 00 p m - 5 00 p m

Wednesday, January 20, 8 00 a m - 5 00 p m

Thursday, January 21, 8 00 a m - 12 00 noon

TITLE: THE CUSTOMER IS ALWAYS RIGHT???

Maybe not always, however, they are always the customer! This hands-on class will help you in your dealings with the customer. It is specially designed to assist in dealing with utility customers one-to-one.

The class, entitled **ACHIEVING EXTRAORDINARY CUSTOMER RELATIONS** designed by Kaset, Inc , is applicable to all classifications of employees. It will provide you with essential tools to make each interaction with the customer a positive one.

Instructor: Dean Swanson, Otter Tail Power Co ,
Fergus Falls, MN

Coordinator: Kevin Kouba

Course Size Limited to 20 Participants

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 connection 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 related 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: Larry DeKramer - NWPS,
Huron, SD

Dennis Peterson - MDU,
Dickenson, ND

Kenneth Booze - East River Electric,
Madison, SD

Coordinator: Gary Clayton
Mark Mengershauser

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

Course Size Limited to 40 Participants

SESSION IV

Lincoln Room

OSHA CERTIFICATION SAFETY & HEALTH COURSE

Tuesday, January 19, 1 00 p m - 5 00 p m

Wednesday, January 20, 8 00 a m - 5 00 p m

Thursday, January 21, 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

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

Coordinator. Randy Dickerson

SESSION V

Conference Room III

NATIONAL ELECTRICAL SAFETY CODE

Tues , Jan 19, 1 00 p m - 5 00 p m Intro Part 1

Wed , Jan 20, 8 00 a m - 5 00 p m Part 2

Thurs , Jan 21, 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 Actual legal cases are used to illustrate the application and interpretation of the NESC

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 NESC BOOK. ALSO, IF POSSIBLE, BRING A COPY OF THE NEWEST EDITION NESC HANDBOOK WITH THEM.

To purchase either of the books mentioned above, please call 1-800-678-4333 or write to 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

SESSION VI

Amphitheater II

ENGINEERING / TECHNICAL SUPPORT

Part I

Tuesday, 1 00 - 5 00 p m

Title: Distribution Voltage Regulation

Description: This is an introduction to Voltage Control, Substation Regulation, Line Voltage Regulators, Theory of Operation, Line Drop Compensation, Shunt Capacitors, Series Capacitors, specific considerations of Distribution Voltage Regular (regulators in series, capacitor/regulator coordination, reverse power flow and voltage limiting), and Voltage Regulation Trends A special focus on Capacitor System Benefits including substation and pole-mounted applications, fusing and harmonics

Instructors: Bob Jozwowski - Cooper Power Systems, Milwaukee, WI
Tom Johnson - Cooper Power Systems, Minneapolis, MN

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

Instructors: Papa-Bear Whitmore - Wilderness Survival Institute, Wheat Ridge, CO

Part III

Thursday, 8 00 a m - 10 00 a m

Title: Low Voltage Surge Suppression

Description: Learn what is available to your customers for Transient Voltage Surge Suppression This session will help utility personnel understand TVSS applications and causes of surges Participants will better understand how surges are created and what can be done to minimize damage from surges Utility personnel will learn how to properly apply protection devices at the source of the problem

Instructors: Robert A Hoffman - Leviton
Manufacturing, Brooklyn Center, MN

Part IV

Thursday, 10 00 a m - 11 00 a m

Title: Are You Ready for the Year 2000

Description: In this session the State Bureau of Information and Telecommunications will discuss what they did to prepare for January 1, 2000

Instructors: Otto Doll - Bureau of Information &
Telecommunications, Pierre, SD

Part V

Thursday, 11 00 a m - 12 00 Noon

Title. Year 2000 and Your Utility

Description: In this session the Public Utilities Commission will discuss what they have discovered about the readiness of South Dakota Utilities for the year 2000 They will discuss the results of the comprehensive survey that was sent to each utility and what has been discovered

Instructors: Martin Bettmann - Public Utilities
Commission, Pierre, SD

Course Coordinators: Todd Chambers and
Clark Hendrickson

SESSION VII

Amphitheater I

OPERATIONS AND SAFETY

Part I

Tuesday, 1 00 - 5 00 p m

Title: Hydraulic Operator Training

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

Instructors: Ron Koozman, Rick Heathcote -
D U E C O , Watertown, SD

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

Instructors: Papa-Bear Whitmore - Wilderness
Survival Institute, Wheat Ridge, CO

Part III

Thursday, 8 00 a m - 12 00 noon

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

Instructors: Randy Honkomp and Al Kruse,
Brookings, SD

Coordinators: Jim Moore and Larry Brink

Course Limited to 40 Participants

SESSION VIII

Exhibit Hall

REGULATOR MAINTENANCE AND TESTING

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

Program Content

- 1) Introduction to regulators, discussions on the fundamentals of regulator operations from the beginning of regulators to today;
 - A. Basic construction
 - B. Schematic and wiring diagrams
 - C. Tap changers and tap changing circuits
 - D. Contact wear and adjustment
 - E. Basic understanding and operation of the regulator i.e. voltage level, bandwidth, time delay, line drop compensation, reverse power flow, voltage reduction control
 - F. Electrical trouble shooting
 - G. Mechanical trouble shooting
 - H. Control application and use
 - I. Control trouble shooting
 - J. Quiz on regulators and their operation
 - K. review

Instructors:

- 1) Jack Trainor – Product Manager Regulator control – Seimans, Raleigh Apparatus Division
- 2) Robert Champion – Sr. Field Service Engineer – Seimans Jackson Apparatus Division
- 3) Mark Mande – Northern area Manager- Seimans Columbus, Sales Division

Coordinators

Mike Kumm & Don Hock

COURSE LIMITED TO 25 STUDENTS

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 outdoors)
Recognizing Emergency Conditions
Controlling the Accidental Release of Gas
Recognizing Unsafe Meter Sets
Leak Classification
Operation Combustible Gas Indicator

PARTICIPANTS MUST HAVE CGI'S PLEASE BRING THEM.

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

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

Coordinators: Jim Lewis and Tom Honkomp

Joint Utility Training Committee

Chairman:

Bob Crawford, Northwestern Public Service,
Huron, SD

Vice Chairman:

Larry Brink, Dakota Energy Cooperative,
Huron, SD

Secretary:

Mike Kumm, Watertown Municipal Utilities,
Watertown, SD

Treasurer:

Randy Dickerson, SD Rural Electric Association,
Pierre, SD

South Dakota Rural Electric Association:

Loren Noess - Intercounty Electric, Mitchell, SD
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 Service,
Huron, SD
Dennis Schnabel - Montana-Dakota Utilities,
Mobridge, SD
Clark Hendrickson - Northern States Power Co ,
Sioux Falls, SD

Municipal Electric Utilities:

Tom Honkomp - Brookings Municipal Utilities,
Brookings, SD
Jim Mergen - City of Sioux Falls, Sioux Falls, 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

Bruce - 104 407

Kim - 104 168