



27th Annual **JUTS**

Training Today for Tomorrow

Joint Utility Training School

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

27th Annual

JUTS

Joint Utility Training School

Training Today

for Tomorrow

January 22-23-24, 2002

Ramkota Inn

Sioux Falls, SD

605-336-0650

REGISTRATION

2002 Joint Utility Training School

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

Type or print name as it should appear on certificate.

Session

Name

Session	Name



If any Utility registers over 12 participants, the 13th participant is free!

Please submit this form with payment. Make checks payable to ***Joint Utility Training School***. Send check and registration form to JUTS, ATTN: Randy, P.O. Box 1138, Pierre, SD 57051 — 1-800-201-8823

**27th Annual
Joint Utility Training School
January 22-23-24, 2002
Ramkota Inn, Sioux Falls, SD**

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

- I. EFFECTIVE TEAMWORK**
- 25 Maximum
- II. LEADERSHIP - MORE
COURAGE THAN THEORY**
- 25 Maximum
- III. TRANSFORMER
CONNECTIONS** *- 40 Maximum*
- IV. OSHA CERTIFICATION SAFETY
& HEALTH COURSE**
- V. ENGINEERING/TECHNICAL
SUPPORT**
- VI. OPERATIONS AND SAFETY**
- VII. REGULATOR MAINTENANCE
AND TESTING**
- 26 Maximum
- VIII. 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 8, 2002. No phone-in registrations will be accepted. Send check and registration form to **JUTS, ATTN: Randy, PO Box 1138, Pierre, SD 57501-1138**.

SESSIONS PROGRAM INFORMATION

Each session is designed as a 12-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 22, 2002

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 - 7 30
a m in the Exhibit Hall and a noon meal on Wednesday
in the Exhibit Hall

LUNCHEON

Wednesday, January 23, 2002

12 00 noon to 1 00 p m

Mini-courses will be.

Tuesday	<u>General Session</u> 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

GENERAL SESSION
SECRET COP STUFF
AWARENESS TRAINING

Tuesday, January 22, 2002
Washington Room
1 00-5 00 p m

Description: Are you concerned about your personal well being, security or that of your family?

Are you responsible for the safety of your employees at work and while traveling?

TOPICS INCLUDED ARE:

- Awareness Considerations
- Narcotics Recognition
- Organized Crime
- Personal/Family/Coop/Community Security
- Confrontation Avoidance
- Others? (Q/A)

Stefan Salmonson is the president of PROtective Services, Inc. He provides personal protection services, investigations, security consulting, risk analysis and presentations on a wide range of topics from workplace violence, gangs and drugs, to domestic terrorism. He is a high quality, effective public speaker with a fast-paced, inspiring and empowering program. His presentations are filled with a wealth of techniques/solutions that have been tested and proven in real-life situations. He has taught these same techniques to numerous executives, diplomats, foreign royalty, their security staffs, corporations, government agencies, school, hospital, public utility and law enforcement personnel.

Instructor: Stefan Salmonson, President
PROtective Services, Inc
Mora, Minnesota

SESSION I

Conference Room II

EFFECTIVE TEAMWORK

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 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

- Understand how people work together best
- Dealing with difficult ream members and tough situations
- Managing stress in a busy life
- How to build stronger team relationship

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

Coordinator: Jim Mergen

Course Size Limited to 25 Participants

SESSION II

Conference Room I

LEADERSHIP - MORE COURAGE THAN THEORY

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

A six-part series on leadership that includes

- I Leadership is
- II Providing Performance Feedback
- III The Leader as a Coach
- IV How A Leader Looks at Conflict
And Resolves It
- V Breaking The Chain Of
Defensive Communication
- VI Put It Together

Whether you are in a leadership role now or are aspiring toward a position of leadership, this course will give some interesting perspectives and techniques aimed at making you a more effective leader in today's challenging work environment

Instructor: Curt Walvatne
Otter Tail Power Company

Coordinator: Bruce Brekke
Larry Brink

Course Size Limited to 25 Participants

SESSION III

Washington Room

TRANSFORMER CONNECTIONS

A 12-hour workshop designed for apprentice lineman 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.

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

PARTS I AND II

Wednesday, 8:00 p.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.

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 III

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
Kenneth Booze - East River Electric,
Madison, SD

Coordinator: Gary Clayton
Mark Mengenhauser

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

Course Size Limited to 40 Participants

SESSION IV

Viking Room

OSHA CERTIFICATION SAFETY & HEALTH COURSE

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8.00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

TITLE: OSHA Compliance Safety Training

Description: The course is taught by three leading OSHA trainers 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 will be given the current Code of Federal Regulations for OSHA Construction Standards 29 CFR 1926. You also need a green, pink and yellow highlighter pen.

(continued on next page)

Topics:

January 23 (8 hours)

- Introduction to OSHA, General Duty Clause 5(a)(1), Subpart C
- Subpart M Fall Protection
- Subpart N Cranes, Derricks, Hoists, Elevators, Conveyors and Safe Operation of Man Basket Equipment
- Subpart I Tools-Hand and Power
- Subpart P Trenching/Excavations

January 24 (4 hours)

- Subpart K and Subpart V Electrical (Safe Work Practices, Lockout/Tagout and Utility Construction)
- D O T Traffic Control and Safe Tie-Down Information

Instructors: James Manning, Program Director
Engineering Extension, SDSU
Vince Weber, Safety Director
AGC/Building Chapter
Jon Puetz, Safety & Health Consultant
Engineering Extension, SDSU

Coordinator: Kevin Kouba
Loren Noess

SESSION V

Amphitheater II

ENGINEERING / TECHNICAL SUPPORT

PART I

Tuesday, January 22, 1 00 p m - 5 00 p m

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8.00 a.m. - 5:00 p m.

Thursday, January 24, 8.00 a.m. - 12:00 noon

PART II

Wednesday, January 23, 8 00 a m - 5 00 p m

Title: Underground Distribution

Description: this session will discuss underground distribution starting with history, cable, 200 and 600 amp devices, installation and switching guidelines, safety, cable joints, over-voltage protection and fault locating

Instructors: John Gadbury - Cooper Power Systems, Milwaukee, WI

Jamie Mark - Cooper Power Systems, Fargo, ND

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PART III

Thursday, January 24, 8 00 a m - 12 00 noon

Title: Applications of Distribution Automation and Using DA to enhance reliability

Description: Learn how to apply the latest distribution automation technology to your distribution system
Learn how to enhance reliability using distribution automation See how Xcel Energy has used distribution automation on its 34 5 KV system

Instructor: Dan E Nordell - Xcel Energy,
Minneapolis, MN

PART IV

Thursday, January 24, 10 00 a m - 12 00 noon

Title. Latest OSHA changes regarding 1910 269

Description: Find out what is happening with 1910 269 guidelines regarding clothing, fall protection, and training These new rules will be published this year New rules will also cover contractors working for utilities, be aware of your responsibility Types of protective clothing will be discussed as well as other protective equipment Make sure your employees are properly trained and documented

Instructors: Mike Willetts - Minnesota Municipal Utilities Association, Plymouth, MN

Course Coordinators:

Todd Chambers and
Clark Hendrickson

SESSION VI

Amphitheater I

OPERATIONS AND SAFETY

PART I

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

PART II

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Title: Winter Safety and Survival-Education Program

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

Instructors: Don Davis - Wilderness
Survival Institute, Wheat Ridge, CO

PART III

Thursday, January 24, 8:00 a.m. - 12:00 noon

Title: Trencher, Backhoe, Vibration plow Safety and Maintenance

Cable Location and Operation

(continued on next page)

Description: General trencher maintenance, safety and operation Cable locating, theory and operation tips

Instructors: Dave Jansa
Kevin Smith
David Jeeter
Marty Meyer

Coordinators: Tim Chance
Scott McGaugh

SESSION VII

Exhibit Hall and Annex

REGULATOR MAINTENANCE AND TESTING

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8:00 a.m. - 12:00 noon

1) Program Content:

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, band width, 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) Programming of regulators
- K) Quiz on regulators and their operation
- L) Review

Note After Tuesday's session, the students will have an opportunity to choose to participate in separate classes on either programming or basic operation and maintenance issues

2) Instructors:

Robert Champion - Sr Field Service Engineer
- Siemens Jackson Apparatus Division

Mark Mande - Northern Area Manager -
Siemens Columbus, Sales Division

Coordinators: Bert Magstadt and Don Hook

COURSE LIMITED TO 26 PARTICIPANTS

SESSION VIII

Crystal Room

GAS OPERATOR QUALIFICATIONS

GENERAL SESSION Tuesday, January 22

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

Secret Cop Stuff Awareness Training

Wednesday, January 23, 8:00 a.m. - 5:00 p.m.

Thursday, January 24, 8.00 a.m. - 12:00 noon

Description: 12 hours of required operation qualifications training for gas utility employees

TOPICS:

Soil Subsidence

Atmospheric Corrosion

Recognizing Unsafe Meter Sets

Leak Classification

Carbon Monoxide Testing

Odorization

Operating Combustible Gas Indicators

Bar Hole Testing and Purging

Customer Leak Investigation

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

Coordinator: Tom Honkomp

Joint Utility Training Committee

Chairman:

Mark Mengenhauser - Charles Mix Electric,
Lake Andes, SD

Vice Chairman:

Todd Chambers - City of Pierre,
Pierre, SD

Secretary:

Clark Hendrickson - Northern States Power Co ,
Sioux Falls, 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
Tim Chance - Lincoln Union Electric, Alcester, SD
Mark Mengenhauser - Charles Mix Electric,
Lake Andes, SD

Investor-Owned Electric Utilities:

Kevin Kouba - Otter Tail Power Company,
Milbank, SD
Scott McGaugh, NWPS, Huron, SD
Bruce Brekke - 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
Bert Magstadt, Watertown Municipal Utilities,
Watertown, SD

Generation, Transmission, Political Subdistricts, Statewide Association:

Randy Dickerson - SD Rural Electric Ass'n ,
Pierre, SD
Gary Burrell - SD Rural Electric Ass'n , Pierre, SD
Rodney Gunn - West River Electric, Rapid City, SD

