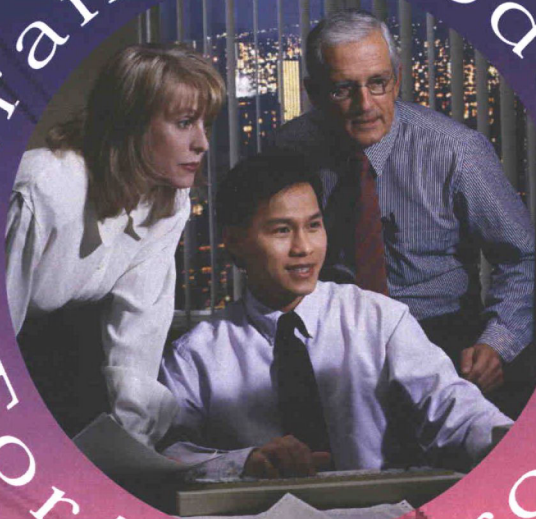
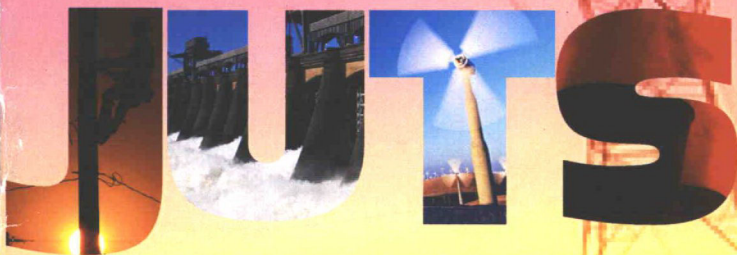


Training Today



For Tomorrow

28TH Annual



Joint Utility Training School

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

Breakfast ticket in name tag for
first morning

Breaks 9:30, 2:45

200
25

5000

**28th Annual
Joint Utility Training School
January 21-22-23, 2003
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. NATURAL GAS AND CARBON
MONOXIDE FUNDAMENTALS**
- 30 Maximum
- IX. TAKING THE TERROR OUT
OF TERRORISM**

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 6, 2003 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 21, 2003
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 22, 2003
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

INTRO ON SECURITY — Pre and Post September 11

1 00-3 00 p m

Security considerations pre- and post-September 11, 2001 will be discussed. A broad overview of security issues with an emphasis on concerns specific to the public utilities.

More information on security and Stefan Salmonson is included in Session IX.

STRESS AND HUMOR: SOMEONE HAS TO WIN, WHY NOT YOU?

Tuesday, January 21
Washington Room
3 00-5 00 p m

Stress is all around us and threatens to ruin our peace, our homes and our businesses. We are not alone. We have the proper tool to defend ourselves and energize our lives--our sense of humor! If you can make a fist three pages long detailing your "stressors" and you cannot remember when you last laughed, you NEED to hear this!

Who Should Attend? Safety committee members, utility personnel, supervisory personnel and all levels of personnel.

Bob Jenkins has over 25 years of top management experience as well as broad-based community and professional affiliations. He is currently the president of Jenkins & Associates, a consulting firm in organizational effectiveness. A former health care administrator, he knows the practical value of "catching your vision" and applying it to the workplace. His B.A. from the University of Minnesota, graduate studies and his life-long pursuit of learning make him an informed speaker who can relate to business and volunteer organizations at all levels. Often entertaining, always informative, Bob breaks complex dynamic issues into common sense principles that you can use at work or at home--principles that help you "build your advantage."

Instructors: Stefan Salmonson,
PROtective Services
Bob Jenkins, Jenkins & Associates

Coordinator. Randy Dickerson

SESSION I

Conference Room II

EFFECTIVE TEAMWORK

GENERAL SESSION Tuesday, January 21, 2003

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

Wednesday, January 22, 2003 - 8 00 a.m - 5 00 p.m

Thursday, January 23, 2003 - 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 team 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~~ Mike Burkhardt
Lori Tendler

Course Size Limited to 25 Participants

Jay 288 446

Mitch 288 451

SESSION II

Conference Room III

LEADERSHIP - MORE COURAGE THAN THEORY

GENERAL SESSION Tuesday, January 21
1:00 p.m. - 5.00 p.m

Wednesday, January 22, 8:00 a.m. - 5 00 p.m.

Thursday, January 23, 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

\$1500

+ room
meals

TV/VCR

Flip chart

OH projector

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
Ken VanZee

Course Size Limited to 25 Participants

SESSION III

Washington Room

TRANSFORMER CONNECTIONS

A 16-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 21

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

PARTS I AND II

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.

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: Steve Arbach - Northwestern
Huron, SD
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

GENERAL SESSION Tuesday, January 21
1:00 p.m. - 5:00 p.m.

Wednesday, January 22, 8:00 a.m. - 5:00 p.m.

Thursday, January 23, 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 22 (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 23 (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
Dave Zwetzig

SESSION V

Amphitheater II

ENGINEERING / TECHNICAL SUPPORT

PART I

GENERAL SESSION Tuesday, January 21

1.00 p.m. - 5:00 p.m

Wednesday, January 22, 8:00 a.m - 5:00 p m

Thursday, January 23, 8:00 a.m. - 12:00 noon

PART II

Wednesday, January 22, 8 00 a m -12 00 noon

Title: Important NESC Topics

Description: The presentation will include information on topics of general interest involving impacts of the National Electric Safety Code on design decisions. Both overhead and underground installations will be covered. New requirements of the latest NESC will be covered, as well as a review of other important topics.

Instructor: Blair Metzger - DGR Consulting Engineers, Rock Rapids, IA

Willy Haufschild - DGR Consulting Engineers, Rock Rapids, IA

PART III

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

Title: Utility Communications Solutions

Description: Discussion will revolve around telecommunications solutions for electric utilities. Specific equipment for use with fiber optic and hard wire communication will be presented and discussed.

Instructor Mike Little - GE Multilin, Tumwater, WA

(continued on next page)

PART IV

Thursday, January 23, 8 00 a m -9 00 a m

Title: Underground Power Cable and Equipment Testing

Description Discussion regarding why there is a need to test newly manufactured and failed cables as well as other failures such as splices and elbows. Questions such as why worry about quality control and what can you find by testing failures will be discussed.

Instructor: Chuck Forster -
Forster Engineering, Oregon, WI

PART V

Thursday, January 23, 9 00 a m -10 00 noon

Title Stray Voltage Update

Description: This session will discuss how to identify stray voltage problems. Learn about maximum limits, sources of problems, and solutions to many stray voltage occurrences. Proper equipment and test methods will also be discussed.

Instructor. Chuck Forster -
Phasor Labs, Oregon, WI

Part VI

Thursday, January 23, 10 30 a m -12 00 noon

Title Assessing the Condition of Underground Cable

Description: Learn about a new system for predicting cable condition and potential failures on underground power cable. This technique can be utilized on energized cables in duct or direct buried.

Instructor: Jerome Shaddrick – Master Energy Services, Maple Grove, MN

Course Coordinators. Todd Chambers and Tom Honkomp

SESSION VI

Amphitheater I

OPERATIONS AND SAFETY

PART I

GENERAL SESSION Tuesday, January 21
1:00 p m. - 5:00 p.m

PART II

Wednesday, January 22, 8 00 a m - 5 00 p m

Title: Winter Safety and Survival-Education Program

Description: Training on what to do if you are stranded in the field during a snow-ice storm Topics include hypothermia, frost bite, and vehicle survival on how to cope with the panic and fear, and learn how to keep you and others alive until help arrives

Instructors: Papa Bear Whitemore
International Survival Consultant
Wheat Ridge, Colorado

(continued on next page)

PART III

Thursday, January 23, 8 00 a m - 10 00 a m

Dakota Riggers

Title. Inspection Procedures for slings, overhead cranes, and boom trucks

Description: Students will get checklists for annual OSHA required inspection for slings, overhead cranes, and boom trucks, and go over the proper inspection procedures and paper work required

Instructors Bill Peterson from Dakota Riggers

Thursday, January 23, 10 00 a m - 12 00 Noon

Title: Trencher, backhoe, vibration plow safety

Description General Trencher, Backhoe, and Vibration Plow maintenance, safety, and operations

Instructors: Ed Miller
Dave Johnson
Al Top
Roland Gulfe

Coordinators:
Scott McBaugh
Tim Chance

SESSION VII

Exhibit Hall and Annex

REGULATOR MAINTENANCE AND TESTING

GENERAL SESSION Tuesday, January 21

1.00 p m - 5:00 p.m

Wednesday, January 22, 8:00 a m - 5:00 p m.

Thursday, January 23, 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's sophisticated programmable

- 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
 - a Voltage level
 - b Bandwidth
 - c Time Delay
 - d Line Drop Compensation
 - e 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
Student wanting to have hands on, in the programming of the regulators, if possible should bring a Lap-top Computers to class The Software will be installed during class
- K) Quiz on Regulators and their Operations
- 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
- Siemans Jackson Apparatus Division
Mark Mande - Northern Area Manager -
Siemans Columbus, Sales Division

Coordinators: Ken VanZee and Greg Burrell

COURSE LIMITED TO 26 PARTICIPANTS

SESSION VIII

NATURAL GAS AND CARBON MONOXIDE FUNDAMENTALS

CLASSROOM SIZE LIMITED TO 30 PARTICIPANTS

GENERAL SESSION Tuesday, January 21

1:00 p m - 5.00 p m

Wednesday, January 22, 8 00 a.m. - 5:00 p.m

Thursday, January 23, 8:00 a.m - 12 00 noon

PART I

NATURAL GAS AND CARBON MONOXIDE LEAK INVESTIGATION - CLASSROOM

Wednesday, January 22, 8 00 a m - 12 00 noon

Description This session will discuss the characteristics of natural gas and carbon monoxide, leak investigation priorities, how to locate leaks, and the symptoms of carbon monoxide poisoning

PART II

NATURAL GAS AND CARBON MONOXIDE INVESTIGATION – HANDS-ON

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

Description: This session will allow participants to investigate natural gas leaks and carbon monoxide leaks using various methods on different gas appliances

PART III

NATURAL GAS APPLIANCES

Thursday, January 23, 8 00 a m – 12 00 noon

Description: This session will discuss the fundamentals of fuel-to-air ratios, gas pressure adjustment, pilot adjustment, and flame/burner adjustment. The classroom will also get hands-on applications for pressure adjustment, pilot adjustment, and flame/burner adjustment on gas dryers, ranges, stoves, water heaters, 80% furnaces and 90% furnaces

PARTICIPANTS MUST BRING AN ELECTRONIC CARBON MONOXIDE DETECTOR AND A NATURAL GAS DETECTOR.

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

Coordinators ~~Bert Magstad and~~ Jay Nordquist

SESSION IX

Jefferson Room

TAKING THE TERROR OUT OF TERRORISM

GENERAL SESSION Tuesday, January 21

1.00 p.m - 5 00 p.m

Wednesday, January 22, 8:00 a.m - 5:00 p.m.

Thursday, January 23, 8:00 a.m. - 12:00 noon

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

- Personal/Family/Residential Security
- Route/Travel/Vehicle Security
- Office Security
- Avoiding Confrontation Assaults
- Narcotics/Drugs (includes meth/clandestine drug lab identifiers)
- Sexual Assault Avoidance
- Security Audits
- Verbal/Physical Considerations
- Use of Force Continuum
- Courtroom Testimony
- Designing/Configuring a Safe Workplace
- Media Considerations
- Scenarios
- Confrontation/Assault-Survival and Aftermath

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.

Instructors Stefan Salmonson, President
PROtective Services, Inc. Mora, MN

Coordinators: Randy Dickerson
Rick Berg

Joint Utility Training Committee

Chairman.

Todd Chambers - City of Pierre,
Pierre, SD

Vice Chairman

Bruce Brekke, Montana-Dakota Utilities,
Mobridge, SD

Secretary:

Gary Clayton, Rosebud Electric,
Gregory, SD

Treasurer:

Randy Dickerson, SD Rural Electric Association,
Pierre, SD

South Dakota Rural Electric Association:

Dave Zwetzig - Butte Electric Coop, Newell, SD
Gary Clayton - Rosebud Electric, Gregory, SD
Ken VanZee, Douglas Electric Coop, Armour, 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, Northwestern, Huron, SD
Bruce Brekke - Montana-Dakota Utilities,
Mobridge, SD
Lori Tendler, Xcel Energy
Sioux Falls, SD

Municipal Electric Utilities:

Tom Honkomp - Brookings Municipal Utilities,
Brookings, SD
Jim Mergen - City of Sioux Falls, Sioux Falls, SD
Jay Nordquist - City of Beresford, Beresford, SD
Bert Magstadt, Watertown Municipal Utilities,
Watertown, SD
Rick Berg, Watertown Municipal Utilities,
Watertown, SD

Generation, Transmission, Political Subdistricts, Statewide Association.

Randy Dickerson - SD Rural Electric Ass'n ,
Pierre, SD
Todd Chambers - City of Pierre, Pierre, SD
Greg Burrell - SD Rural Electric Ass'n , Pierre, SD
Rodney Gunn - West River Electric, Rapid City, SD
Rick Hoffman, SD Rural Electric Assoc , Pierre, SD

