

# 29th Annual JUTS

*Joint Utility Training School*



*Training Today for Tomorrow*

**January 20-21-22, 2004**

**Ramkota Inn**

**Sioux Falls, SD**

**605-336-0650**

*Sponsored by:*

**South Dakota Rural Electric Association**

**Investor-Owned Electric Utilities**

**Municipal Electric Utilities**



**29th Annual**  
**Joint Utility Training School**  
**January 20-21-22, 2004**  
**Ramkota Inn, Sioux Falls, SD**

**REGISTRATION FEE**  
**\$150 per student - PREPAID**

- I. DEALING WITH DIFFICULT OR CHALLENGING PEOPLE**  
*- 25 Maximum*
- II. LEADERSHIP - MORE COURAGE THAN THEORY**  
*- 25 Maximum*
- III. TRANSFORMER CONNECTIONS**  
*- 40 Maximum*
- IV. BEYOND OSHA — SAFETY THAT MAKES A DIFFERENCE**
- V. ENGINEERING/TECHNICAL SUPPORT**
- VI. OPERATIONS AND SAFETY**
- VII. REGULATOR MAINTENANCE AND TESTING** *- 26 Maximum*
- VIII. GAS PIPING COMPONENTS, TESTING AND TROUBLE SHOOTING**  
*- 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 5, 2004. No phone-in registrations will be accepted. Send check and registration form to **JUTS, ATTN: Tom, PO Box 588, Brookings, SD 57006**.

# 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 20, 2004  
10 00 a m to 12 00 noon  
\$150 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 21, 2004  
12 00 noon to 1 00 p m

### **Mini-courses will be.**

Tuesday	<b><u>General Session</u></b> 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

Tuesday, January 20

## SESSION ONE

1 p.m. to 2.30 p.m.

This 90 minute, highly motivational session, is designed to challenge the participants to tap into their fullest potential. Bob encourages people to wake up in the morning and go to fun. The stories, the principles, and the attitudes shared will cause the participants to look at life differently. It will "**WAKE UP THE SLEEPING GIANT**" in each attendee.

Topic      **Attitudes for Excellence**  
Themes     Turning Negatives into Positives  
              Overcoming Frustration  
              Goal Achieving Formula  
              Personal Motivation

## SESSION TWO

3 p.m. to 4:30 p.m.

Topic      **Teamwork Works – 90 minutes**  
Themes     Understanding Ourselves and Others  
              Ideal Work Teams

Lots of activities to keep participants involved and learning

**Coordinator:** Bruce Brekke

# SESSION I

Conference Room II

## DEALING WITH DIFFICULT OR CHALLENGING PEOPLE

### GENERAL SESSION

Tuesday, January 20, 2004

1:00 p.m. - 4.30 p.m.

Wednesday, January 21, 8:00 a.m. - 5:00 p.m.

Thursday, January 22, 8:00 a.m. - 12:00 noon

**Description:** We all have people in our lives and our work who are difficult to deal with. Regardless of the role you play within your organization, it is important to interact effectively with others. We all need to learn how to meet the challenge of nasty, troubled, demanding, aggressive or unthinking people—whether they are customers or co-workers, managers or subordinates.

In this session, we'll help you understand yourself better by using a behavioral instrument called the DISC. Then, we'll turn our attention to how a person can use his or her best skills to meet the challenges of working with other people to achieve the goals of service, teamwork, and cooperation.

### **TITLE: DEALING WITH DIFFICULT OR CHALLENGING PEOPLE**

- Understand more about why people do the things they do the way they do
- Learn to confront a problem without risking the relationship you have with the other person
- Learn the Ten Commandments of Dealing With Challenging People
- Learn to better manage the stress of dealing with the challenging people in your life—both at work and at home

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

**Coordinators:** Mike Burkard  
Lori Tendler

**Course Size Limited to 25 Participants**

## **SESSION II**

Conference Room III

# **LEADERSHIP - MORE COURAGE THAN THEORY**

### **GENERAL SESSION**

**Tuesday, January 20, 2004**

**1:00 p.m. - 4 30 p.m.**

**Wednesday, January 21, 8:00 a m - 5:00 p.m.**

**Thursday, January 22, 8:00 a m - 12:00 noon**

This nine module course gives leaders hope that they can be the person that others will follow. The material is presented in a practical manner using many real life examples. Each participant will be given tools to use in their everyday leadership role. This seminar will also be called a self development workshop.

Experts in leadership discuss the importance of communication. Defensive communication and coaching are two of the main topics studied. The developer of this course interviewed thousands of "followers" in an attempt to determine the qualities that are important for a leader to demonstrate. The results of these interviews make up the basis of this course.

Following is the list of topics:

- Self Esteem: A New Look
- Breaking the Chain of Defensive Communication
- Conflict Resolution
- Leadership Is
- Leaders Give Feedback
- The Leader as Coach
- Holding Employees Accountable  
The Discipline Process
- Attitude: We Have Control
- The Keys to Managing Stress

**Instructor.** Curt Walvatne  
Otter Tail Power Company

**Coordinator:** Bruce Brekke  
Rick Hoffman

**Course Size Limited to 25 Participants**

# **SESSION III**

Washington Room West

## **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 20, 2004**

**1:00 p.m. - 4:30 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  
Larry DeKramer - 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**

Lincoln Room

## **"BEYOND OSHA - SAFETY THAT MAKES A DIFFERENCE"**

### **GENERAL SESSION**

**Tuesday, January 20, 2004**

**1:00 p m. - 4.30 p.m.**

**Wednesday, January 21, 8:00 a.m - 5:00 p.m.**

**Thursday, January 22, 8:00 a.m. - 12:00 noon**

#### **Session 1 — Becoming a Better Driver (4 hours)**

Motor vehicle accidents are the #1 cause of death on the job and are among the most expensive worker's compensation claims. This session will review both general and utility-specific driving issues to help improve driving habits and reduce motor vehicle losses.

#### **Topic include**

- Defensive driving principles
- Experienced driver issues
- Maintaining fleet safety
- Utility truck safety

#### **Session 2 — Maintaining a Healthy Back (4 hours)**

Back pain is something most people experience in their lifetime, but how do you reduce your chances of chronic, disabling back pain? This session will cover

- Anatomy and physics of the back
- Preparing for work - stretching and fitness issues
- Reducing back stress and strain at work
- Off the job risks

***(continued on next page)***

### **Session 3 — Hazard Identification and Control (4 hours)**

Accidents and injuries are caused by exposure to hazards - some unknown and unforeseen, some chosen. This session will review the principles for identifying and controlling hazards and address best practices to control some of the most common causes of injuries in the field and in the shop.

- Hazards and Accident Causation
- Machine Safeguarding
- Fall Protection
- Hand and Power Tools
- Chemical Safety
- Shop Safety

**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 20, 2004

1:00 p.m. - 4:30 p.m.

### PART II

Wednesday, January 21, 8:00 a.m. - 5:00 p.m.

**Title:** Distribution Over-voltage and  
Over-current Protection

**Description:** The morning session will discuss reclosures and controls, as well as regulators and controls. There will be specific discussion on reclosure application and coordination including sample problems. Voltage control and regulation for line and substations will be discussed as well as voltage regulation trends.

The afternoon will consist of arrester basics and design including overhead and underground protection, substation protection and over-voltage protection economics. Basic equipment for over-current protection will also be covered including characteristics and application of different devices.

**Instructor.** Lyle Hildebrand - Cooper Power Systems, Milwaukee, WI

Ron Foss - Cooper Power Systems, Minneapolis, MN

*(continued on next page)*

### **PART III**

Thursday, January 22, 8 30 a m -9 30 a m

**Title.** 40 Year Evolution of Power Cable

**Description** Find out what has happen with cable construction over the years and where it is headed in the future Learn about life expectancy and how it is determined in the factory environment Compare different types of insulation and discover why there are changes needed in compound formulas Generic specifications will also be discussed

**Instructor.** Ray Bristol – Hendrix Cable,  
Milford, NH

### **PART IV**

Thursday, January 22, 9 45 a m -10 45 a m

**Title.** South Dakota Energy Perspective

**Description** Discussion will revolve around what kind of electrical growth we have seen in South Dakota and how the energy is being supplied Find out what is projected for future energy needs Will we have a need for more power production? What will meet those needs wind, solar, nuclear or fossil fuel plants?

**Instructor:** Steve Wegman –  
Public Utilities Commission, Pierre, SD

### **PART V**

Thursday, January 22, 10 45 a m -12 00 noon

**Title:** Customer Energy Audits

**Description:** Ron has over 35 years experience with the utility industry conducting energy audits and researching high bill complaints He will discuss what is involved in an energy audit and what information they provide to the customer High bill complaints will also be discussed and what type research and evaluation is needed to resolve those problems

**Instructor.** Ron Kyburz – Rosebud Electric  
Cooperative, Gregory, SD

**Course Coordinators** Todd Chambers

# SESSION VI

Amphitheater I

## OPERATIONS AND SAFETY

### PART I

#### GENERAL SESSION

Tuesday, January 20, 2004

1:00 p.m. - 4:30 p.m.

### PART II

Wednesday, January 21, 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:** Don Davis  
Wilderness Institute of  
Survival Education  
Loveland, Colorado

### PART III

Thursday, January 22, 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 22, 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 Jansa  
Roland Gulfe

**Coordinators:** Scott McGaugh  
Tim Chance

**SESSION VII**  
**REGULATOR MAINTENANCE**  
**AND TESTING**

Washington Room East

**GENERAL SESSION**  
**Tuesday, January 20, 2004**  
**1:00 p.m. - 4.30 p.m.**

**Wednesday, January 21, 8:00 a.m. - 5:00 p.m.**

**Thursday, January 22, 8:00 a.m. - 12:00 noon**

**1) Program Content:**

Introduction to regulators Discussion on the fundamentals of General Electric Regulator operations from the beginning to present day

A) Basic Regulator Operation

a Regulator Overview

b Windings

c Nameplate

B) Control Interface

C) Position Indicator

D) Operation on the System

E) Maximum Ratings

a Short Circuits

b External Arrestors

c Overloading

F) Troubleshooting

G) Maintenance

H) Electrical Testing

I) Regulator Controls

J) Basic Control Settings

K) Advanced Control Settings

L) New GE-2011 Electronic Controls

M) GE-2011 Control Programming

a Load Software on PC

b Program GE-2011 Controls

N) Retrofit

O) Product Service

Review of the General Electric Organization

**2) Instructors:**

Dick Blackburn, General Electric

Industrial Systems, Senior Regulator Engineer

John Johnson, General Electric

Industrial Systems

Transmission & Distribution System Sales

**Coordinators:** Ken VanZee

Greg Burrell

**COURSE LIMITED TO 26 PARTICIPANTS**

# **SESSION VIII**

Crystal Room - SE Votech

## **GAS PIPING COMPONENTS, TESTING AND TROUBLE SHOOTING**

**CLASSROOM SIZE LIMITED TO 30 PARTICIPANTS**

### **GENERAL SESSION**

**Tuesday, January 20, 2004**

**1 00 p.m. - 4:30 p.m.**

**Wednesday, January 21, 8:00 a.m. - 5:00 p.m.**

**Thursday, January 22, 8:00 a.m. - 12:00 noon**

### **PART I**

**Description:** This session will discuss piping components, testing and trouble shooting

### **PART II**

**Description:** This session will be a hands-on class that covers proper appliance operation and proper flame properties

**PLEASE BRING CGI'S IF YOU HAVE ONE**

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

**Coordinators:** Jay Nordquist



# SESSION IX

Roosevelt Room

## TAKING THE TERROR OUT OF TERRORISM

### GENERAL SESSION

Tuesday, January 20, 2004

1:00 p.m. - 4 30 p m.

Wednesday, January 21, 8:00 a.m. - 5.00 p.m

Thursday, January 22, 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:** Rick Berg

# **Joint Utility Training Committee**

## **Chairman:**

Bruce Brekke, Montana-Dakota Utilities,  
Mobridge, SD

## **Vice Chairman:**

Gary Clayton, Rosebud Electric,  
Gregory, SD

## **Secretary:**

Jay Nordquist - City of Beresford  
Beresford, SD

## **Treasurer:**

Tom Honkomp - Brookings Municipal Utilities  
Brookings, 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 Mengershauser - 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 Tandler, Xcel Energy  
Sioux Falls, SD

## **Municipal Electric Utilities:**

Tom Honkomp - Brookings Municipal Utilities,  
Brookings, SD  
Mike Burkard - City of Sioux Falls, Sioux Falls, SD  
Jay Nordquist - City of Beresford, Beresford, SD  
Rick Berg, Watertown Municipal Utilities,  
Watertown, SD

## **Generation, Transmission, Political Subdistricts, Statewide Association:**

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