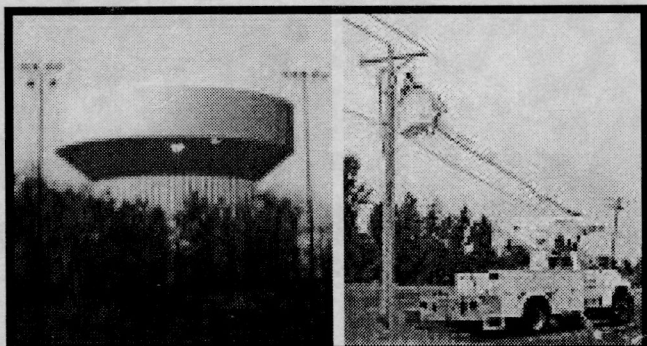


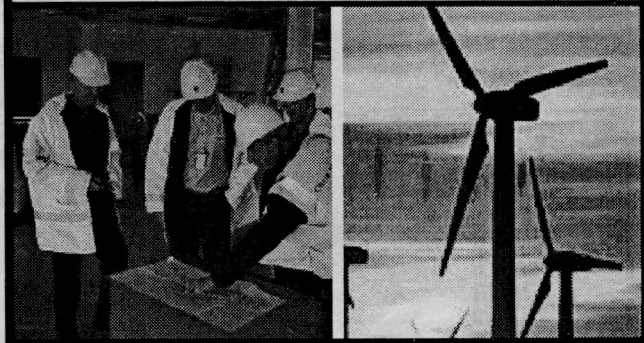
30TH **ANNUAL**

JUTS

Joint Utility Training School



"30 Years Strong."



January 18-19-20, 2005

Ramkota Inn

Sioux Falls, SD

605-336-0650

Sponsored by:

South Dakota Rural Electric Association

Investor-Owned Electric Utilities

Municipal Electric Utilities

30TH JUTS

This 30 year JUTS is dedicated to those men and women who have given their time and talents to keep us strong JUTS is a consortium of companies that put safety and training foremost in their workplace

Thanks to all who have helped and gone, and to those that will follow their lead

30th Annual
Joint Utility Training School
January 18-19-20, 2005
Ramkota Inn, Sioux Falls, SD

REGISTRATION FEE
\$150 per student - PREPAID

- I. DEALING WITH DIFFICULT OR CHALLENGING PEOPLE**
- 40 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 MEASUREMENT, FIRST RESPONSE TRAINING, VENTING & CONFINE SPACE**
- IX. TAKING THE TERROR OUT OF TERRORISM**
- X. INTRODUCTION TO NETWORKS AND THE INTERNET**

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, 2005. 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 18, 2005

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 19, 2005

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

Tuesday, January 18

1 p m to 5 00 p.m

Tomorrow's Impact From Today's Accident

THIS IS A MUST SEE PROGRAM FOR ALL UTILITY WORKERS Few people have lived to tell what it feels like to be electrocuted, burnt or lose a limb This is the story of two men's lives and how it was irrevocably changed in an instant during an accident on the job This program is a very High impact visual presentation on there near fatal accidents These men would like to help your employees and the industry by helping them work safer and creating a safer workplace

By exposing your employees to this type of safety program will help them realize that accidents don't always happen to the other guy's it is real and up close We will help your employee's understand Complacency and the other factors that make that fatal accident happen We will work on teamwork and increase their motivation towards safety

Instructors

Russall Good:

From Grand Marais Utilities.

Russall was burned severally by an arc flash and flames on a trouble call

Earl Windsor

From Reliant Energy Houston TX.

Earl was electrocuted and severally burned when he was working on a transformer bank

Mike Willetts:

Director of Job Training and Safety for Minnesota Municipal Utilities Association

Coordinator Bruce Brekke

SESSION I

Conference Room II

DEALING WITH DIFFICULT OR CHALLENGING PEOPLE

GENERAL SESSION

Tuesday, January 18, 2005

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

Wednesday, January 19, 8 00 a.m. - 5:00 p.m

Thursday, January 20, 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—at work and at home

Instructor Jim Kellar
Kellar Training Associates
Sioux Falls, SD

Coordinators: Mike Burkard
Lori Tendler

Course Size Limited to 40 Participants

SESSION II

Conference Room III

LEADERSHIP - MORE COURAGE THAN THEORY

GENERAL SESSION

Tuesday, January 18, 2005

1 00 p m - 5.00 p.m

Wednesday, January 19, 8.00 a.m. - 5 00 p.m.

Thursday, January 20, 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 Consulting

Coordinator Bruce Brekke
Rick Hoffman

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 18, 2005

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.

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

Supervisor: Ken 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

Lincoln Room

"BEYOND OSHA - SAFETY THAT MAKES A DIFFERENCE"

GENERAL SESSION

Tuesday, January 18, 2005

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

Wednesday, January 19, 8:00 a.m. - 5:00 p.m.

Thursday, January 20, 8:00 a.m. - 12:00 noon

SESSION I

Wednesday, January 19, 2005 - 8 a.m. - 12 noon

STAYING HEALTHY AT WORK

Description: This session will help you deal with some of the stresses that work puts on our health

TOPICS INCLUDED ARE:

Stretching and back care

Dealing with shift work and overtime

Fatigue

Instructor: Tom Slattery,
From South Dakota Safety Council

SESSION II

Wednesday, January 19, 2005 - 1 p.m. - 5 p.m.

DEFENSIVE DRIVING

Description: This session will review the essentials of driving defensively, and discuss the most common causes of crashes and what professional drivers do to avoid them

Instructor: Tom Slattery,
From South Dakota Safety Council

SESSION III

Thursday, January 20, 2005 - 8 a.m. - 12 noon

PART I - FIRE PREVENTION AND FIRE EXTINGUISHERS

Description: This session will cover the most common causes of fires and controls to prevent them, as well as proper use and limitations of fire extinguishers

PART II - HEALTH HAZARDS IN THE FIELD

Description: This session will discuss methods of prevention and protection for field-related health hazards

Instructor: Tom Slattery,
From South Dakota Safety Council

Coordinators: Kevin Kouba
Dave Zwetzig

SESSION V

Amphitheater II

ENGINEERING / TECHNICAL SUPPORT

January 18-20, 2005

PART I

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

Title. General Session

PART II

Wednesday 8:00 a.m. - 11:00 a.m.

Title Distribution Automation and SCADA Devices

Description: The presentation includes elements of a distribution automation system and the primary function of controlled devices as well as methods of communication and future trends in distribution automation. The latest developments in quick drive tap changers will also be presented.

Instructor. John Gadbury - Cooper Power Systems, Milwaukee, WI

Ron Foss - Cooper Power Systems, Minneapolis, MN

PART III

Wednesday 11:00 a.m. - 12:00 noon

Title: Energy Efficiency

Description: Steve will discuss the views of the Public Utilities Commission regarding energy efficiency. He will also review the latest developments of energy efficiency and what you and your customers can do to save even more.

Instructor: Steve Wegman - Public Utilities Commission, Pierre, SD

(continued on next page)

PART IV

Wednesday 1 00 p m - 3 00 p.m.

Title: Broadband Over Powerlines

Description. In this session you will learn how your powerlines can be used for high speed Internet, data and voice applications. This presentation will start out with a discussion of Broadband technologies as they exist today and what the future holds. Network architecture, operational elements of the system and case studies of actual installations will also be discussed.

Instructor. David Shpigler-The Shpigler Group,
Nyack, NY

PART V

Wednesday 3.00 p m - 5 00 p m.

Title: Overview of Wireless Technology

Description: Discussion of wireless communication technologies will be presented. Learn what wireless technology is all about and why it is so important to South Dakota. Find out what is available and how you can benefit from this technology.

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

PART VI

Thursday 8:00 a.m. - 12:00 noon

Title: Underground Cable Locating

Description. The course will give you a generic understanding of how cable locating devices work and how your locator can work better for you. This in depth presentation will cover why you might get "ghost" signals, best grounding methods, and what to look for at the site. Secondary fault locating will also be discussed. **Students may bring their Metrotech locator for a free calibration by a Metrotech technician concurrent with this session.**

Instructor. Jim Grimes - Metrotech, Wathena, KS

Course

Coordinators. Todd Chambers
Steve Arbach

SESSION VI

Amphitheater I

OPERATIONS AND SAFETY

PART I

GENERAL SESSION

Tuesday, January 18, 2005

1.00 p.m. - 5.00 p.m.

Description (Look under General Session)

PART II

Wednesday, January 19, 8 00 a m - 12 00 p m

Title: Safety and Line Clearance Workshop

Description: Electrical Hazard Awareness Program for Tree Trimming

Course Overview. Line clearance workshop that will have training requirements of OSHA 1910 269 and also cover the appropriate parts of ANSI Z 1333 1-1994 safety standards for the qualified line clearance tree trimmer Hazard Awareness for tree trimmers - which include - accidents that have happened from trimming trees around the country and other topics

Instructors: Dr John Ball
Professor at SDSU of Forestry
Former Utility Arborist
Brookings, SD

PART III

Wednesday, January 19, 8 00 a m - 12 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 Included Are

Hypothermia

Frost Bite

Vehicle Survival

How to cope with panic and fear

Lear how to keep you and others alive until help arrives

Instructors: Don Davis
Wilderness Institute of
Survival Education
Loveland, Colorado

Coordinators: Tim Chance
Larry DeKramer

SESSION VII

REGULATOR MAINTENANCE

AND TESTING

Harvest Room

GENERAL SESSION

Tuesday, January 18, 2005

1:00 p m - 5 00 p m.

Wednesday, January 19, 2005

8:00 a m. - 5:00 p m

Thursday, January 20, 2005

8:00 a m. - 12:00 noon

1) Program Content

This program is designed to be for students with basic knowledge of regulators. We will be presenting the use and operation of electronic control panels and the connection to SCADA systems.

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

- A) Basic Regulator Operation
 - 1 Regulator Overview
 - 2 Windings
 - 3 Nameplate
- B) Control Interface
- C) Position Indicator
- D) Operation on the System
- E) Maximum Ratings
 - 1 Short Circuits
 - 2 External Arrestors
 - 3 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
 - 1 Load Software on PC
 - 2 Program GE-2011 Controls
- N) Retrofit
- O) Product Service
 - 1 Review of the General Electric Organization

2) Instructors:

Dick Blackburn, General Electric
Industrial Systems, Senior Regulator Engineer

John Johnston, General Electric
Industrial Systems
Transmission & Distribution System Sales

SESSION VIII

Crystal Room

GAS MEASUREMENT, FIRST RESPONSE TRAINING, VENTING & CONFINE SPACE

GENERAL SESSION

Tuesday, January 18, 1 00 p m - 5:00 p.m.
Wednesday, January 19, 8:00 a m. - 5:00 p.m.
Thursday, January 20, 8:00 a.m. - 5 00 p m.

PART I

Wednesday, January 19, 2005
8 00 a.m. - 12:00 noon

Description: This session will be discussion on Gas Management

TOPICS INCLUDED ARE.

Basic gas laws
Metering types
Meter installation
Meter maintenance
Regulation
Different types of meter set assemblies
Designing meter sets
Instrumentation
Correctors

Instructor: Bob Bennett P E
From American Meters

PART II

Wednesday, January 19, 2005
1.00 p.m - 5:00 p.m.

Description: This session will cover First Response Training

TOPICS INCLUDED ARE

Characteristics of natural gas
Compliance with the federal odorization rule
Effects of oxygen deficiency and carbon monoxide
Instrument maintenance
Leak detection
Centering and grading
How to respond to odor complaint calls
Determining the immediate hazard and response rather than just finding and fixing the leak

Instructor: Mark Svoboda From Heath Corp

PART III

Thursday, January 20, 2005
8:00 a.m - 12 00 noon

Description: This session will cover proper venting and confine spaces

Instructor Terry Hanson

Coordinators: Rich Schmidt & Jay Nordquist

SESSION IX

Roosevelt Room

TAKING THE TERROR OUT OF TERRORISM

GENERAL SESSION

Tuesday, January 18, 2005

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

Wednesday, January 19, 8:00 a.m. - 5:00 p.m.

Thursday, January 20, 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

SESSION X

Southeast Vocational Technical Institute

INTRODUCTION TO NETWORKS AND THE INTERNET

(Basic Computer Training)

PART I

GENERAL SESSION

Tuesday, January 18, 2005

1.00 p m - 5 00 p.m.

Description. (Look under General Session)

PART II

Title Computer Training

Wednesday, January 19, 8:00 a.m. - 5 00 p.m

Also Thursday, January 20, 8 00 a m. - 12:00 noon

Description: Computers are everywhere We use them in almost every aspect of our lives whether we realize it or not But it's not just the computers themselves that make all the technology so useful and interesting—it's the way they interconnect and work together that creates a truly amazing tool That's what a network does—connects computers together In this course, you will be introduced to the Internet and networks

TOPICS INCLUDED ARE:

Windows XP Introduction

Working on Networks

Using Email

Managing the Mailbox

Browse the Web

Researching on the Internet

COURSE DESCRIPTION OVERVIEW.

Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet

PERFORMANCE-BASED OBJECTIVES

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to

- You will create a document by using WordPad
- You will organize the contents of your hard drive by using Windows Explorer
- You will communicate instantly with others by using Windows Messenger
- You will create an efficient work environment by using the Control Panel and Accessibility programs
- You will perform a variety of media tasks by using the Help and Support Center and Media Player
- You will clean up your system by using My Computer and the Recycle Bin
- You will find information on the Internet by using Internet Explorer

Instructors: Dan Friedrich, CISSP, CNE
Technology Support Services
Dakota State University

Coordinators: Lori Tender
Mike Burkard and
Tim Chance

COURSE LIMITED TO 24 PARTICIPANTS