



Joint Utility Training School

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Training Today for Tomorrow

***36th Annual***

***Joint Utility Training School***

***January 18-19-20, 2011***

***Ramkota Inn - Sioux Falls, SD***



**35th Annual  
Joint Utility Training School  
January 18-19-20, 2011  
Ramkota Inn, Sioux Falls, SD**

REGISTRATION FEE  
\$200 per student – PREPAID

**GENERAL SESSION: DEFINING SAFETY**

1. LEADING TEAMS AND MANAGING TEAMWORK
2. TRANSFORMER CONNECTIONS
3. OPERATIONS AND SAFETY
4. FIELD OPERATIONS/TECHNICAL SUPPORT
5. GE REGULATORS
6. MANAGING RISK IN THE UTILITY INDUSTRY
7. INTRODUCTION TO NETWORKS AND THE INTERNET

Some sessions have limited enrollment, so make your reservations as soon as possible.

Please submit registration form with payment.

Make checks payable to: **Joint Utility Training School.**

Refunds and changes in registrations will be allowed to January 11, 2011.

Send check and registration form to: **JUTS, ATTN: JAY, 101 N 3<sup>rd</sup> St. Beresford SD 57004.**

# 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, 2011  
10:00 a.m. to 1 pm.  
\$200 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, 2011 12:00 noon to 1:00 p.m.

Mini-courses will be:  
Tuesday General Session 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

Washington Room

Tuesday, January 18  
1 p.m. to 5:00 p.m.

## DEFINING SAFETY

There are many reasons why unsafe conditions and work practices exist. Without effective safety communications accidents continue. It isn't enough that people "do their best" first they must know what "the best is". In Defining Safety you'll learn to define specific roles (in safety) for everyone and how to assure accountability. There's a lot more to it than telling them to "be safe"!

### **Bob LoMastro, MS, CSM-WSO**



Bob is a former Green Beret, Navy Hospital Corpsman & Supervisor of the National Safety Council's *Safety Training Institute*. He holds a Masters Degree in Safety Management & Engineering, with Bachelor's degrees in Business Management, Construction Engineering and Nursing.

Bob first developed his unique teaching style as a Master Instructor at the Naval School of Health Sciences, San Diego. He is an adjunct instructor for the National Safety Education Center, Wisconsin Safety Council and the Construction Safety Council.

As President of LoMastro & Associates, Inc. Bob draws upon a career spanning over thirty years of teaching safety and health related topics in government, general industry and construction companies. He teaches a wide range of Safety & Health topics, and has developed an exceptional variety of electrical safety programs for OSHA & NFPA70-E compliance and awareness.

Coordinator: Terry Ebright

# SESSION I

CONFERENCE ROOM 3

## LEADING TEAMS AND MANAGING TEAMWORK

### General Session

Tuesday January 18, 1:00 pm – 5:00 pm

### MANAGING DIFFICULT PEOPLE AND BUILDING TEAMWORK

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

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

**Whether you work in the office or in the field, this session is guaranteed to be fun and useful for you!**

### MANAGING DIFFICULT PEOPLE AND BUILDING TEAMWORK

Whether you work in the office or in the field, this session is guaranteed to be fun and useful for you! We offer a different approach and a fresh look at some challenging topics.

As our industry evolves, our world of work becomes more complex and demanding...and in many ways, so do the people with whom we work!

There is a demand for more efficiency but often we have fewer resources.

There is a demand for communication, but less time.

There is a demand for teamwork, but often, people are less reasonable and more difficult.

There is a demand for more customer service, but no extra time to deliver it.

These demands can seem unreasonable, but they really are valid and important. We need to do these things to succeed, and we need our people to succeed. In this class, we'll discuss the following things:

#### **How to Manage Difficult People**

Even the best employees get difficult to deal with at times. How a leader or a team member can deal effectively with someone who is being disagreeable without blowing it.

#### **How to Satisfy Disgruntled Customers**

Every customer is important, but at times, some of them act like they're more important than the work we are trying to do for them. We will learn how to put a damper on the emotions of an angry customer and manage the situation like the pros we are.

#### **How to Build a Stronger Team**

What is the mindset it takes to manage a team? How can a person keep his or her focus on the whole team when little issues and individual problems keep distracting us? How can we avoid the need to have conflict when we need to have cooperation.

These topics will be part of our discussion in this session...and we'll offer some good ideas.

#### **How to Manage Conflict**

When conflict occurs in our work group, how can we manage it, get past it, and get the work done?

We'll show participants how to deal with conflict without letting it get the best of them.

#### **How to Communicate More Effectively**

Every discussion in this class will deal with communication and participants will come away with some good ideas on how to be more effective at communicating at work and at home.

If a person isn't careful, trying to lead difficult people in difficult situations can take the joy out of work. No one goes to work with the idea that it should be miserable, but too often it happens. The people who work for us and with us need leadership...and you should work to provide that, whether you are the boss or not...leadership is a state of mind and a set of skills more than it is a job position. This session will be enjoyable but it will also help build skills in managing difficult people and difficult situations.

This session will include several interesting exercises and lots of discussion. We will use those exercises and the group's questions to guide the presentation. We guarantee this session will be useful in terms of what you can apply at work, interesting in how it is presented and discussed, and we guarantee the time will fly!



Jim Kellar provides consulting and training resources for people and businesses throughout the Midwest. He helps organizations and individuals design and implement solutions that meet specific goals and are sustainable over time.

Jim provides training and coaching in Performance Management, Mentoring, Teambuilding, Managing Change, and Customer Service. He helps organizations develop and implement long-term strategies to deal with retention, succession planning, and professional development.

Jim is an innovative retreat leader. Some of his retreats involve going to rustic settings in the woods or by a river, eating gourmet food, and using outdoor activities as a foundation for learning. These Unique Retreats™ are as intriguing and as useful to organizations and individuals as the retreats he conducts in traditional corporate settings. In the recent past, retreats have addressed Strategic Planning, Change Planning, Stress Management, and Management Teambuilding. Jim also facilitates large group planning and problem solving through Negotiated Rule Making.

Jim lives and works in Sioux Falls, SD. In his leisure, Jim indulges his passion for the outdoors. He can often be found kayaking a river, snorkeling, hunting, snow shoeing, hiking with his dogs, or camping with friends...or he may be conducting a training session out there.

### **Course limited to 30 Participants**

INSTRUCTOR: JIM KELLAR

COORDINATOR: Mike Burkard

# SESSION II

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, 1:00 pm – 5:00 pm

### 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.

### PART 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.

**Scott Meinecke** trained and worked as an electrician prior to his 1984 graduation from the Powerline Program at Northwest Iowa Community College in Sheldon. Scott was employed as a lineman with Iowa Lakes Electric Cooperative in Spencer Iowa and later at their service center in Pocahontas, Iowa Scott has an AAS degree in Powerline Technology and joined Northwest Iowa College in 1989 as an Instructor in the Powerline Program. Scott continues to teach a wide variety of topics, both classroom and hands-on from pole climbing to equipment operation to substation, etc. He is well known for the hand-on Transformer Workshop taught throughout the Iowa-Minnesota-South Dakota region.

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

Supervisor: Ken Booze - East River Electric, Madison, SD

Coordinators: Gary Clayton  
Jim Moore  
Mark Koller

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

Course Size Limited to 40 Participant

# SESSION III

Lincoln Room

## OPERATIONS AND SAFETY

**General Session**

Tuesday January 18, 1:00 pm – 5:00 pm

**PART I**

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

## Winter Survival Safety Training Course

Safety One International specializes in training programs for employees whose work involves special hazards in areas beyond easy access and rapid emergency aid. We focus on workers who must negotiate terrain which presents unique hazards including instability, steep slopes, and avalanche dangers.

With over 20 years of experience teaching tracked vehicle and winter survival safety we are recognized and used by every branch of the U.S. Government that utilizes snow vehicles. We are well versed in the OSHA regulations as they pertain to tracked vehicle safety and have in fact also trained OSHA inspectors.

The credentials of our instructors are extensive, Art Seely, our lead instructor, has been elected to membership in the American Society of Safety Engineers, he is certified by the National Safety Council as a Certified Utility Safety Administrator, and has a degree in Environmental Health and Safety. He was also certified in Los Angeles and Denver as a rescue paramedic, he is recognized by magazines such as Utility Safety and Police Chief as a "World Renowned Snow Survival Expert". Please see a brief description of the topics covered in our courses below.

### **Safety One International Training Specialists – Winter Survival Training Classroom Course**

1. Winter Survival – Secrets that Make a Difference
2. Carbon Monoxide Poisoning – Deadly Odorless Killer
3. Survival Kits – Carrying Critical Items and Know Their Many Uses
4. Survival Shelters – Quick, Simple and Lifesaving
5. Fires & Fire Starting – What Really Works
6. Survival Priorities – Surviving the Unexpected
7. Survival Attitudes – How to get It & How to Keep It
8. Frostbite – Simple Secrets to Keep Your Fingers
9. Hypothermia – Why it Kills so Many, Recognition, What you Need To Do

**PART II**

Thursday 8:00 a.m. – 12:00 p.m.

## **Personal Safety and Security**

*Instructor:* Ronald Schwint

*Class Hours:* 4 Hours

<i>Address:</i> 105 W. Fir Street Brandon, SD 57005	<i>Class Days:</i> January 20 <sup>th</sup> , 2011
<i>Phone:</i> 605-366-6224	<i>Class Location:</i> JUTS Joint Utility Training School Sioux Falls, SD
<i>E-Mail:</i> <a href="mailto:rjschwint@alliancecom.net">rjschwint@alliancecom.net</a>	

## I. Course Description

These Courses will provide utility personnel with some basic information on general safety and security concepts that will provide them with information that will allow them to better identify, recognize, and react to potential threats to their personal safety and security in a variety of areas and situations. The course will focus on an overview of personal safety, how to identify and recognize potential threatening situations and people, and how to prepare and react to potential threats of personnel harm. The course will include some hands on demonstrations on commonly used self defense tools and tactics.

## II. Course Objectives/Outcomes, Standards, Assessment

<b>Objectives</b>	<b>Outcomes</b>	<b>Assessment</b>
Identify the concept of what is personal safety and security	Given the definition of the concept of personnel safety and security, learners will be able to understand the general principles that can keep them safe in their personal and public life.	Lecture Group Discussion
Define the general principles of personal safety and security	Given the key points of the general principles of personal safety and security, learners will be able to identify and recognize potential threats to their safety and security.	Lecture Group Discussion
Identify personal safety and security concepts at home	Given the key points of how to stay safe and secure your personal property, learners will be able to identify how to stay safe in their home and secure their personal property.	Lecture Group Discussion
Identify personal safety and security concepts in the public	Given the key points of how to stay safe and secure in public, learners will be able to identify and recognize how to stay safe while in public places.	Lecture Group Discussion
Identify personal safety and security concepts at work	Given the key points of how to stay safe and secure at work, learners will be able to identify and recognize how to stay safe at work.	Lecture Group Discussion
Special considerations Drug manufacturing	Given the key points on Drug manufacturing, learners will be able to identify and recognize how Drug manufacturing can affect their safety and security.	Lecture Group Discussion
Special considerations Terrorist and terrorism	Given the key points on Terrorist and terrorism, learners will be able to identify and recognize how Terrorist and terrorism can affect their safety and security.	Lecture Group Discussion
Use of personal defense Tools	Given instruction and demonstration on the techniques for the use of various personal defense tools, learners will be able to understand the advantages and disadvantages of the different tools	Lecture Demonstration Physical practice
Use of positioning and proximics when dealing with subjects	Given instruction and demonstration on the techniques for the interview and combat stance and interview position, learners will be able to understand these concepts.	Lecture Demonstration Physical practice

Use of Countermeasures	Given instruction and demonstration on the techniques for the use of countermeasures and escape from holds, learners will be able to destabilize, escape, or control a subject using a variety of moves, strikes, and kicks.	Lecture Demonstration Physical practice
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### III. Instructional Methods/Activities

Methods and activities for instruction include:

#### A. Traditional Experiences

1. Lecture/discussion
2. Physical demonstration/practice
3. Practical applications

### IV. About the Instructor

Sergeant Ronald Schwint has 26 years of law enforcement experience. Ron was employed by the State of South Dakota as a correctional officer and an intensive parole agent for 6 years and has been employed by the Sioux Falls Police Department for the last 20 years. During his career with the Sioux Falls Police Department Ron has worked as a patrol officer, traffic officer and traffic case investigator prior to being promoted to a field supervisor. Duties performed during his career included being a field training officer, gang task force officer, an urban police rifle (UPR) rapid deployment team member, EVOC instructor, and a defensive tactics instructor/coordinator for the department.

Ron currently holds a Bachelor of Science degree in Criminal Justice and Sociology from Augustana College in Sioux Falls, SD and is currently enrolled in the masters program for educational administration of adult and higher education at the University of South Dakota with a focus on law enforcement training and reality based training development.

Ron has been actively involved in law enforcement training since 1994 and is an independent contractor conducting law enforcement training programs for Academies' and Agencies throughout the United States. He is currently an Armament Systems and Procedures, INC (ASP) certified instructor trainer, conducting basic and instructor certification programs For ASP throughout the United States. He also holds instructor certifications as a Verbal Judo instructor, an OC chemical munitions instructor, (PCR) physical conflict resolution instructor, EVOC instructor and a reality based training instructor. Ron has consulted with numerous Federal, County, Municipal, Military, and Security agencies about defensive tactic programs and policy development and has conducted defensive tactic certification programs for them.

**Course Coordinators:** Ken Meirose  
Gregg Burrell  
Scott Wiese

# Session IV

Amphitheater II

## Field Operations / Technical Support

### Part I

Tuesday January 18, 1:00pm – 5:00pm

**Title: General Session**

### Part II

Wednesday 8:00am – 9:00am

**Title: Introduction and Announcements**

### Part III

Wednesday 8:30am-10:00am

**Title: Electronic Locating Techniques.**

**Description:** The first half of the session will focus on Basic Principles of Cable and Pipe Locating. A presentation of the theory for locating all buried utilities. The full extent of locating frequencies and the methods will be discussed.

In the second part of the session, secondary fault finding techniques are explored and discussed.

**Instructors:** Ed Miller and Gary Hyatt: Ditch Witch of South Dakota

### **Biography – Ed Miller**

Ed Miller is a Territory Manager for Ditch Witch of South Dakota. Ed has been involved in the electrical Utility Industry from both manufacturing and marketing for over 40 years. He has conducted numerous customer training programs and presentations on underground utility locating theory in South Dakota, southwest Minnesota, Northwest Iowa, and Nebraska.

### **Biography – Gary Hyatt**

Gary Hyatt is a Territory Manager for Ditch Witch of South Dakota. Gary has been with Ditch Witch for 6 and one half years. He has presented several training sessions on pipe and cable locating as well as fault locating. Gary is continually in the high end of electronics sales volume within the Ditch Witch Organization.

### **Part IV**

Wednesday 10:15am – 11:45am

**Title: Trencher Safety, Operation & Maintenance**

**Description:** Part 1 will discuss Basic Principles of Trencher Safety. A short film addressing trencher safety produced by the manufacturers of Ditch Witch equipment will be shown. Discussion to follow.  
Part 2 will explore trencher and vibratory plowing techniques. Items to be discussed will include the following:  
How to choose the best digging chain and teeth  
Digging chain teeth and sprocket wear  
Vibratory Plow blade specifications and characteristics.  
Part 3 will focus on basic trencher maintenance tips. A brief presentation of common trencher maintenance issues will be discussed.

**Instructors:** Dave Jansa and Roland Gylfe: Ditch Witch of South Dakota

### **Biography – Dave Jansa**

Dave Jansa is Sales Manager for Ditch Witch of South Dakota. Dave has been involved in trencher sales, service, and parts for over 35 years. He has conducted numerous customer training programs and presentations on trencher safety, operation and maintenance in South Dakota, Southwest Minnesota, and Northwest Iowa.

### **Biography – Roland Gylfe**

Roland Gylfe is Service Manager for Ditch Witch of South Dakota. Roland has been with Ditch Witch for 18 years. He has presented several training sessions on trencher maintenance. Roland carries a Gold level certification from the manufacturers of Ditch Witch Equipment.

## **Part V**

**Wednesday 1:00pm – 5:00pm**

### **Title: Fuse and Recloser Coordination**

**Description:** This presentation will discuss reliability, recloser application, momentary outages and fuse characteristics. Coordination between recloser and fuse link (source and load side fusing), coordination between reclosers, and coordination between relays and reclosers will be explored. Sectionalizer characteristics and application, inrush currents and NOVA equipment will be discussed.

**Instructors:** Patrick Beaver and Garrett Rembold. BSE

## **Part VI**

**Thursday 8:00am –8:45am**

### **Title: Wind Power in South Dakota**

**Description:** An overview of wind power in South Dakota, including history, current statistics, policy/legislation/incentives, status of small wind, and wind siting for both small and large wind systems.

**Instructor:** Brian P. Rounds-SD PUC

## **Part VII**

**Thursday 8:45am –11:45am**

### **Title: Underground Cable**

**Description:** Discussion covering the physical and mechanical properties of conductors, conductor and insulation materials and additional topics as time allows.

**Instructor:** TBA

**Course Coordinators:** Bruce Brekke  
Mark Hoogwerf

# SESSION V

Jefferson Room

## GE REGULATORS

**General Session**

Tuesday January 18, 1:00 pm – 5:00 pm

**GE REGULATORS**

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

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



**Presenter: Eric J. Bradford**  
**Voltage Regulator Product Engineer**  
**GE Energy**

Eric joined GE directly out of college and now has 15 years of experience in numerous roles. Eric has covered quality control as a Technical Support Engineer at the General Electric Shreveport Plant; moving into the Engineering Department in 1998 and accepting the lead in the Voltage Regulator Product Line in 2005. He is an IEEE SA Member.

Mr. Bradford is responsible for conducting Voltage Regulator schools and training; cost-out projects; control development; core/coil design; and design testing.

**This presentation will cover:**

- Regulator Design**
- Construction Practices**
- Applications**
- Programming**
- Troubleshooting**
- Hands on training**
- Q&A**
- All Aspects of the GE VR Product**

**Course Coordinators: Ken Van Zee**  
**Greg Burrell**

# SESSION VI

Roosevelt Room

## "Managing Risk In The Utility Industry"

### General Session

Tuesday January 18, 1:00 pm – 5:00 pm

### Security Consideration For The Utility Industry

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

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

Many aspects of the utility industry are fraught with risk; however, by carefully combining specific security (awareness) training, proven safety/security recommendations together with lively video segments and interactive scenario examples, participants may avoid, significantly reduce and/or mitigate their overall level(s) of relate risk.

Topics will include (not limited to) confrontation avoidance and/or survival, narcotic recognition, organized crime, explosives/IEDs, IT/IS security, Identity Theft/Fraud, due diligence requirements, front desk security/protocols, social networking security considerations, field operations, clandestine drug labs and active shooter survival. Additional information regarding weather and vehicle operation risk will be discussed.

The insurance industry has given this presentation “Wow!”, “Great!” reviews. Experience this presentation and evaluate your personal risk level(s)!

Instructor: Stefan Salmonson, President - PROtective Services, Inc. Mora, MN

### SPEAKERS BIO ...

Your presenter, Stefan V. Salmonson, is the president of **PRO**protective Services, Inc. He is a licensed deputy sheriff/tactical trainer, licensed private detective, licensed protective agent, certified personal protection specialist (Body Guard), international security consultant, experienced military specialist, contract investigator (TOP SECRET clearance) for the U.S. Government, airline transport pilot and professional speaker. **PROS** provides executive and personal protection services, high-risk employment termination support services, discrete investigations, security presentations, training, keynote presentations, security assessments, consulting and risk management recommendations for over six hundred (600+) clients.

### Optional Information:

Stefan writes security related articles for publications and is frequently interviewed by journalists regarding security concerns. Clients include national/international corporations, government agencies, foreign royalty, public utilities, school districts/student transportation, flight department/associations, prisons, hospitals, financial institutions, media, the trucking, real estate and insurance industry.

# PRO<sup>TM</sup>

*PROtective Services, Inc.*

**Stefan V. Salmonson, PPS**

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Stefan V. Salmonson, PPS, President

Coordinator: Terry Keller  
Doug Enstad

# SESSION VII

Amphitheater I

## INTRODUCTION TO NETWORKS AND THE INTERNET

(Basic Computer Training)

### PART I

#### GENERAL SESSION

Tuesday, January 18, - 1:00 p.m. - 5:00 p.m.

### PART II

#### Title: Computer Training

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

Also Thursday, January 21, 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

Coordinator: Tim Chance

**COURSE LIMITED TO 40 PARTICIPANTS**