

**BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS  
FIRE ALARM BURGLAR ALARM AND LOCKSMITH  
ADVISORY COMMITTEE  
MINUTES OF MARCH 21, 2006  
PUBLIC SESSION**

The notice of this meeting was prepared in the Office of the Board and mailed to the Secretary of State, the Star Ledger, the Trenton Times and the Courier Post.

**CALL TO ORDER**

The meeting of the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee was called to order by Chairman Robert Shoremount at 9:30 a.m. in the Hudson Room, Sixth Floor, 124 Halsey Street, Newark, New Jersey. All parties were duly notified of the date, time and location of this meeting and pertinent material was provided to meeting participants.

Attendees recited the Pledge of Allegiance prior to the roll call of members.

**ROLL CALL**

Committee Members

Present:

Robert Boyer, Vice Chairman  
Keith Eaves  
William Hartung  
Charles Okun  
Robert Shoremount, Chairman  
Barry Starer

Others Present:

Barbara A. Cook, Executive Director  
George DeLuca, Administrative Analyst  
Sally Barletta, Senior Clerk Transcriber  
Joseph Donofrio, Deputy Attorney General

Committee members Edward Bagniewski, Arthur Fucetola, Richard Rible and Jon Sprague were unable to attend the meeting.

Members of the Public:

Gerard Duffy

**APPROVAL OF MINUTES OF FEBRUARY 21, 2006**

Upon the review of the minutes of the February 21, 2006 Public Session, motion was made by Robert Boyer, seconded by Keith Eaves and unanimously passed to approve the Public Session minutes for the February 21, 2006 meeting.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Cook informed the Advisory Committee that 3,461 fire alarm, burglar alarm and locksmith licenses have been issued and 1,122 applicants are currently being processed through the licensing system.

## **REVIEW OF CARPENTERS UNION APPLICANTS WHO HAVE APPLIED FOR LOCKSMITH LICENSES AND HAVE NOT SATISFIED REQUIREMENTS FOR A LOCKSMITH LICENSE THROUGH GRANDFATHERING**

- Correspondence And Associated Listing With Regard To Applicants Who Were Given Notice But Have Not Submitted Information Requested By The Advisory Committee

The Advisory Committee reviewed the correspondence and associated listing with regard to Carpenters Union applicants who were given notice to comply with the Committee's request to submit information no later than March 6, 2006 which was needed to verify their qualifications for a locksmith license through Grandfathering.

Motion was made by Robert Boyer, seconded by Keith Eaves, and unanimously passed to prepare correspondence for each applicant that did not respond by March 6, 2006 notifying them that their applications have been invalidated and will no longer be considered for licenses through Grandfathering. The correspondence will be sent by both regular mail and certified mail, return receipt.

## **REQUEST FOR REVIEW OF ALARM LICENSE APPLICATIONS THROUGH WAIVER OF EXAMINATION**

- John Ginnelly, An Applicant Who Has Recently Returned From Active Duty Military Service

The Advisory Committee reviewed and discussed an inquiry received from John Ginnelly, an applicant who has recently returned from active duty military service with regard to whether he can apply for alarm licenses through waiver of examination. Mr. Ginnelly intended to apply for licenses through waiver of examination during the statutory waiver period. However, as a member of the national guard, he was called to active duty in support of the effort in Iraq and was unable to apply for licenses during that time.

Motion was made by Charles Okun, seconded by Keith Eaves and unanimously passed to waive the deadline on Mr. Ginnelly's behalf and review his applications for alarm licenses through waiver of examination.

## **REQUEST FOR INFORMATION**

- Inquiry Submitted By The New Jersey Burglar & Fire Alarm Association

The Advisory Committee reviewed and discussed an inquiry submitted by the New Jersey Burglar & Fire Alarm Association with regard to the educational requirements for unlicensed applicants, licensees and business license applicants:

1. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to renew a burglar alarm and/or fire alarm license (individual)?

A Licensee will not be required to complete continuing education for the first renewal period in 2007. Continuing education will be required for license renewal in subsequent triennial licensing periods.

The applicable rule is:

13:31A -1.12 Continuing education requirements (b)1. Applicants shall not be required to complete continuing education requirements for the triennial registration period in which they initially received licensure.

When do the courses have to be completed?

None have to be completed for the first renewal of a license.

Also, should continuing education courses be taken during the current triennial licensing period, expiring on August 31, 2007, a maximum of 8 credits can be used for a licensee's renewal in the subsequent triennial licensing period (13:31A-1.12(b)2.). Caution must be exercised here since courses require approval by the Committee and as of this date, the committee has not developed the CEU approval application forms. This then limits currently "approved" courses to those pre-approved by regulation (13:31A-1.12(h)1.). There are also other methods of obtaining CEU credits outlined in the regulations (13:31A-1.12) besides CEU courses.

Continuing education courses approved by the Committee will be assigned an approval number and will not be available until after September 01, 2007. Consequently, courses offered by individuals or organizations that are not pre-approved by regulation may be taken only during the second licensing period and after a course number is assigned (for individuals currently licensed, the triennial period to complete continuing education will be between September 1, 2007 and August 31, 2010).

The Advisory Committee will develop a process for the approval of continuing education providers and training and will maintain a listing that will be helpful to licensees who are required to complete continuing education during their second triennial licensing period.

The Advisory Committee recommends that you review the entire rule, 13:31A -1.12, with regard to continuing education subjects, methods of approval, credited hours, etc.

2. Is there any requirement to complete the eight (8) hour course on barrier free, ADA, and UCC prior to the 2010 renewal deadline?

Prior to renewal of a license in CY2010, a licensee will be required to complete three (3) hours in those subjects.

The applicable rule is:

13:31A -1.12 Continuing education requirements

(c)A licensee shall complete a minimum of one continuing education credit per triennial registration period in the Barrier Free Subcode, N.J.A.C. 5:23-7, one continuing education credit in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode, and one continuing education credit in the Americans with Disabilities Act Code, 36 C.F.R. § 1191.

Please also note... A licensee seeking renewal of a burglar alarm license shall complete a minimum of three credits of continuing education in smoke detection systems. A licensee may take a maximum of 12 credits in continuing education courses related to business and/or law. A licensee shall obtain the balance of continuing education credits in trade-related subjects.

3. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to apply for a license?

There are different scenarios for an individual to qualify for a burglar alarm or fire alarm license with regard to the practical experience and technical training requirements. These requirements are not based on credits or accreditation or specific courses. The rules simply refer to 80 hours of technical training

The applicable rule is:

13:31A-3.1 Requirements for burglar alarm or fire alarm licensure (a) All applicants seeking licensure to engage in the burglar alarm or fire alarm business shall:

7. Have immediately preceding the submission of the application, at least four years of experience in burglar alarm or fire alarm business, which shall be satisfied by one of the following:

i. Proof that the applicant has completed at least four years of practical hands-on experience, which shall include a minimum of 6,720 hours, working with tools in the installation, alteration, or repair of wiring for fire alarms, burglar alarms, and/or electronic security systems and proof that the applicant has completed 80 hours of technical courses applicable to the field in which the applicant is seeking licensure. The 80 hours of technical courses shall include two hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7, two hours of training in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode, two hours of training in the Americans with Disabilities Act Code, 36 C.F.R. § 1191, two hours of training in industrial safety, and 72 hours of training in trade-related subjects. "Practical hands-on experience" shall not include time spent supervising, engaging in the practice of engineering, estimating and performing other managerial tasks relevant to the alarm business. The applicant shall submit a certification by an employer verifying the applicant's practical hands-on experience;

ii. Proof of having earned a bachelors degree in electrical engineering and having completed one year of practical hands-on experience, as defined in (a)7i above, which shall include a minimum of 1,680 hours. The applicant shall submit a copy of his or her diploma and a certification by an employer verifying the applicant's one year of practical hands-on experience; or

iii. Proof of having completed a minimum of one-year course in the study of trade-related electronics at a technical school and having completed three years of practical hands-on experience, as defined in (a)7i above, which shall include a minimum of 5,040 hours. The applicant shall submit a copy of his or her diploma or certificate of completion and a certification by an employer(s) verifying the applicant's three years of practical hands-on experience.

4. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to apply for a business license?

Any Licensee can qualify a business for a Business License. There are no additional education requirement of a Licensee that qualifies a business for a Business License.

There are, however, technical training requirements with regard to unsupervised status for an unlicensed employee of a business.

The applicable rule is:

13:31A-3.6 Burglar alarm or fire alarm employees

(b)Any person employed by a licensee to perform the unsupervised installation, servicing or maintenance of a burglar alarm or fire alarm shall: 1. Have at least three years of practical experience, as defined in N.J.A.C. 13:31A-3.1; and 2. Have successfully completed two hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7, two hours of training in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the two hours of training in the Barrier Free Subcode, two hours of training in the Americans with Disabilities Act Code, 36 C.F.R. § 1191, two hours of training in industrial safety, and 32 hours of training in trade-related subjects relevant to the field, or shall have successfully passed a competency examination administered by the Committee.

Correspondence will be sent to the Association by Executive Director Cook in response to its inquiry.

- Review Of Online Alarm And Electronic Security Courses For Pre - Licensure Technical Training

The Advisory Committee reviewed the following online alarm and electronic security courses for pre-licensure technical training which are being offered by the National Burglar and Fire Alarm Association (NBFAA).

Alarm Technician (Level 1)

Fire Alarm Installation Methods

CCTV- A Complete Review  
Digital Video & Networking  
Fiber Optics Technology  
Biometrics Technology - Demystified

The Advisory Committee determined the courses are acceptable for pre-licensure technical training provided that an applicant provides a certificate that verifies successful completion of the course.

### **FOR THE ADVISORY COMMITTEE'S INFORMATION**

- Division Of Law Billing Report For The Second Quarter Of Fiscal Year 2006

The Advisory Committee reviewed the Billing Report provided by the Division Of Law for the second quarter of fiscal year 2006. The report indicated that 37.8 hours for Deputy Attorney General and Paralegal services were accrued during the quarter.

- Memorandum With Regard To The Resignation Of Committee Member Richard Aicher

The Advisory Committee reviewed a memorandum which was sent to the Division of Consumer Affairs Director's Office with regard to the resignation of Committee Member Richard Aicher.

### **PUBLIC COMMENTS**

Gerard Duffy, President of Spectrum Cable and Alarm Systems, Inc., and a member of New Jersey Burglar and Fire Alarm Association, stated his appreciation with the Advisory Committee's response to the inquiry submitted by the New Jersey Burglar & Fire Alarm Association and appreciates the Advisory Committee addressing these issues.

### **REVIEW OF CRIMINAL HISTORY SUMMARIES OF APPLICANTS FOR LICENSURE**

The Advisory Committee reviewed and discussed criminal history summaries for seven (7) applicants. Of the seven (7) applicants, five (5) applicants will receive a Demand for Statement in Writing Under Oath from Deputy Attorney General Joseph Donofrio. Two (2) applicants were approved for licensure.

Motion was made by Charles Okun, seconded by Robert Boyer and unanimously passed to proceed into Executive Session at 11:00 a.m.

At approximately 2:00 p.m., a motion was made by Charles Okun, seconded by Robert Boyer and unanimously passed to close Executive Session and proceed into Public Session.

At approximately 2:30 p.m., the Advisory Committee reconvened in Public Session to report the following findings:

I/M/O William M. Cenneno

After considering the testimony provided by William M. Cenneno on this date in Executive Session, the Advisory Committee returned to Public Session to report the following determination:

Motion was made by Charles Okun, seconded by Keith Eaves and unanimously passed to request that Deputy Attorney General Joseph Donofrio prepare a report with regard to Mr. Cenneno's criminal history summary, his statement under oath, and his testimony during the investigative inquiry held on this date.

I/M/O

Kevin M. Hurle

After considering the testimony provided by Kevin M. Hurle on this date in Executive Session, the

Advisory Committee returned to Public Session to report the following determination:

Motion was made by Robert Boyer, seconded by Charles Okun and unanimously passed requesting Mr. Hurle provide additional information with regard to information contained in his criminal history summary, his statement under oath, and his testimony during the investigative inquiry held on this date.

**ADJOURNMENT**

Having no further business, motion was made by Charles Okun, seconded by Robert Boyer and unanimously passed to adjourn the Public Session at 3:00 p.m.

Respectfully Submitted,

Barbara A. Cook  
Executive Director