

**BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS  
FIRE ALARM BURGLAR ALARM AND LOCKSMITH  
ADVISORY COMMITTEE  
MINUTES OF APRIL 21, 2009  
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 9:45 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:

William Hartung

Robert Shoremount

Jon SpragueOthers Present:

George DeLuca, Administrative Analyst

Sally Barletta, Senior Clerk Transcriber

Angelica Guerrero, Clerk Typist

Joseph Cantalupo, Member, Board of Examiners of Electrical Contractors

Joseph Donofrio, Deputy Attorney General

Committee members Edward Bagniewski, Robert Boyer, Keith Eaves, Arthur Fucetola, Charles Okun, and Richard Rible were unable to attend the meeting.

Due to lack of a quorum, determinations made at this meeting will be stated as recommendations pending the consensus or vote by a quorum of Advisory Committee members at a subsequent meeting.

**ANNOUNCEMENTS**

Correspondence has been sent to approximately 870 licensees whose businesses have not been licensed or have not applied for a business license. Staff has identified 870 licenses in this category although the database may not be accurate in its cross reference of licensees to businesses. The correspondence and list of businesses is listed as item 6 of the Public Session Agenda.

To date, the Committee has licensed 407 businesses.

Additionally,

11 business license applications are pending to be licensed

10 business license applications are pending review for Committee approval

19 business license applications are being held for additional information

Staff had prepared 6 individual license applications for review by the Advisory Committee at this meeting.

**APPROVAL OF MINUTES OF MARCH 17, 2009**

Upon review of the minutes of the March 17, 2009 Public Session, the Advisory Committee recommended to correct the following:

page two (2), paragraph five (5)

#### NJBFAA ANNUAL SYMPOSIUM

- Correspondence From Rich Trevelise, Vice President Elect, With Regard To Anticipated Attendance, Classroom Occupancy, And Format For Presentation Of Continuing Education Programs The Advisory Committee reviewed and discussed correspondence received from Rich Trevelise, Vice President Elect, with regard to anticipated attendance, classroom occupancy, and format for the NJBFAA Annual Symposium of Continuing Education programs. Motion was made by Keith Eaves, seconded by William Hartung and unanimously passed to grant a waiver of Continuing Education requirements, pursuant to N.J.A.C. 13:31-1.11 Waiver, due to the amount of licensees needing to take the Continuing Education course and with the stipulation that any attendee who has questions can submit them in writing to the Continuing Education Instructor. Also, the Advisory Committee requested that all safety requirements are approved.

page three (3), paragraph two (2)

Subsequent to the discussion, motion was made by Edward Bagniewski, seconded by Charles Okun and unanimously passed to approve the amended Public Session minutes of the February 17, 2009 meeting.

Subsequent to the discussion, motion was made by John Sprague, seconded by William Hartung and unanimously passed to recommend that the Advisory Committee accept the amended minutes of the March 17, 2009 meeting.

#### CHAIRMAN'S REPORT

Chairman Shoremount informed the members in attendance about a brochure distributed by the New Jersey Burglar Alarm Association to their members which resembles the Fire Alarm, Burglar Alarm and Locksmith License Identification Cards. Chairman Shoremount suggested correspondence be sent to New Jersey Burglar Alarm Association that the brochure should not made to resemble a fire alarm, burglar alarm and locksmith license identification card, and thanking them for their efforts in helping inform the industry of licensing.

Chairman Shoremount also requested that correspondence be sent to all the Continuing Education Sponsors reminding them of their responsibility to submit their evaluation and attendance forms to the Advisory Committee.

#### REPORT FROM THE CONTINUING EDUCATION SUBCOMMITTEE

Sponsor: Honeywell

- Instructors' resumes are included in the package

#### Title

- Basic CCTV Course (.75 Hour) hold pending information from sponsor
- Basic TCP/IP Course (.5 Hour) hold pending information from sponsor
- Advanced TCP/IP Course (.75 Hour) hold pending information from sponsor
- Basic Max/VideoBlox Course 20.75 Hours (TECES)
- Fusion DVR Course (.75 Hour) hold pending information from sponsor
- Rapid Eye DVR Course (1 Hour) hold pending information from sponsor
- Win - Pak SE/PE - Digital Vision And Intrusion Course, On - Line (2 Hours) hold pending information

from sponsor

- Win - Pak SE/PE - Digital Vision And Intrusion Course, Instructor Led (7.75 Hours) hold pending information from sponsor

## REPORT FROM THE CONTINUING EDUCATION SUBCOMMITTEE

Sponsor: Honeywell, Continued

- Ultrakey Course (1.25 Hours) hold pending information from sponsor
- Rapid Reports Course (.5 Hour) hold pending information from sponsor
- Casino Operator Course (.5 Hour) hold pending information from sponsor
- Access Control 101 Course (.5 Hour) hold pending information from sponsor

The CE Sub Committee contacted the sponsor regarding how they intend to authenticate on-line students and ensure the entire course is taken. Approval is pending response from the sponsor. The Sponsor advises that the above on-line courses contain interactive hooks that ensure student participates in the class and takes there entire course without skipping. The Sponsor further indicated they plan to bundle the courses and resubmit for longer duration and instructor led courses.

It should be noted that the Regulations 13:31A-1.12(e)1 state: Credit shall not be granted for programs or courses that are less than one instructional hour long.

Sponsor: Dedicated Micros, Inc.

- Instructors' resumes are included in the package

Title

- The Convergence Of IP & Analog Cameras In An Emerging DVR Environment 2 Hours (TECES)

Sponsor: GE Security (IACET Approved)

Title

- GE Digital And IP Video Systems 21 Hours (TECES)

Sponsor: NAPCO

- Instructors were previously approved

Title

- NAPCO Alarms 101 8 Hours (TECBA)

Sponsor: Association Event Ventures

- Instructors' resumes are included in the package

Title

- Complying With New Laws... 1.25 Hours (BUS)
- New Recurring Revenue Opportunities 1.25 Hours (BUS)
- Anatomy Of A Transaction, Part 1 1.25 Hours (BUS)

## REPORT FROM THE CONTINUING EDUCATION SUBCOMMITTEE

Sponsor: Association Event Ventures, Continued

- Beyond PERS To Home Healthcare Monitoring 1.25 Hours (BUS)
- Funding & Financing 1.25 Hours (BUS)
- Building Your Human Capital 1.25 Hours (BUS)
- Establishing & Monitoring Key Performance Indicators 1.25 Hours (BUS)
- Evolving Your Company 1.25 Hours (BUS)
- Video Monitoring Models 1.25 Hours (TECES)
- Your Company On Trial 1.25 Hours (BUS)
- Consumer Contracts - What Has Changed? 1.25 Hours (BUS)
- Dashboarding, Data Visualization And Your Central Station 1.25 Hours (BUS)
- Developing CS Operator Training ... 1.25 Hours (BUS)
- Diffusing Angry Customers 1.25 Hours (BUS)
- Effective Scheduling 1.25 Hours (BUS)
- How To Cost Effectively Recruit & Hire... 1.25 Hours (BUS)
- Team Building And Motivation 1.25 Hours (BUS)
- UPDATE: Standards, Licensing, False Alarm Ordinance 1.25 Hours (BUS)
- VOIP And IP Phone Systems 1.25 Hours (TECES)
- Ways To Minimize Your Liability When Providing Central Station Monitoring Services...1.25 Hours (BUS)
- ESX Next Generation Monitoring Boot Camp... 3.5 Hours (TECES)
- The ABC's Of Growing Your Business (UL Central Station) 3.5 Hours (BUS)
- Benefits & Requirements, Becoming A UL Listed FA Co. 1.25 Hours (BUS)
- Carbon Monoxide Detection 1.25 Hours (TECFB)
- Code Central: The Best 75 Minute Overview... 1.25 Hours (TECFA)
- Commissioning vs. Acceptance Test... 1.25 Hours (TECFA)
- Doing Business In Vertical Markets, Focus: Retail 1.25 Hours (BUS)
- Tips For Working With Architects & Engineers 1.25 Hours (BUS)
- Does Your Work Meet Code? Technical Preparation for Electrical Inspection 1.25 Hours (L/C)
- Tracking Job Costs 1.25 Hours (BUS)
- Wanted, Good Employees...1.25 Hours (BUS)
- Marketing Service Agreements In The New Economy 1.25 Hours (BUS)
- The Salesperson Is Not The Enemy 1.25 Hours (BUS)
- Establishing A Quality Control Initiative 1.25 Hours (BUS)
- The Keys To Successful Video Security Installations 1.25 Hours (TECES)
- Are You Certifiable? 1.25 Hours (BUS)
- Troubleshooting Applications From Soup To Nuts 1.25 Hours (TECES)
- Security Data Communication Through Networks, Part 1 1.25 Hours (TECES)
- Security Data Communication Through Networks, Part 2 1.25 Hours (TECES)
- Security Data Communication Through Networks, Part 3 1.25 Hours (TECES)

REPORT FROM THE CONTINUING EDUCATION SUBCOMMITTEE

Sponsor: Association Event Ventures, Continued

- Programming Routers For Video, Access & Alarm Applications, Part 1 1.25 Hours (TECES)
- Programming Routers For Video, Access & Alarm Applications, Part 2 1.25 Hours (TECES)
- Making The Leap - Analog to Intelligent IP Video 1.25 Hours (TECES)
- Alarm Signal Reception Issues In The Central Station and How To Debug Them, Part 1 1.25 Hours (TECES)
- Alarm Signal Reception Issues In The Central Station and How To Debug Them, Part 2 1.25 Hours (TECES)
- Troubleshooting Network Video - Access, Intrusion, Part 1 1.25 Hours (TECES)
- Troubleshooting Network Video - Access, Intrusion, Part 2 1.25 Hours (TECES)

- Conflict Resolution: The Road To Win/Win 1.25 Hours (BUS)
- Creating Effective Scope Statements 1.25 Hours (BUS)
- Defining Project Lifecycles 1.25 Hours (BUS)
- Developing A Work Breakdown Structure 1.25 Hours (BUS)
- Developing Cost Estimates 1.25 Hours (BUS)
- Effective Supervisory Skills 1.25 Hours (BUS)
- Face To Face Communication 1.25 Hours (BUS)
- Introduction To Project Management 1.25 Hours (BUS)
- Time Management 1.25 Hours (BUS)
- Marketing Best Practices 1.25 Hours (BUS)
- Using Risk Assessment & Threat Analysis As a Selling Tool 1.25 Hours (BUS)
- Personality Profiling For Increased Closing Ratios 1.25 Hours (BUS)
- Developing Your Company Brand & Accompanying Sales Collateral 1.25 Hours (BUS)
- Motivating A Sales Team 1.25 Hours (BUS)
- Finding A Niche 1.25 Hours (BUS)
- Critical Selling Skills 1.25 Hours (BUS)
- Focusing Sales for Effectiveness - Service Agreements 1.25 Hours (BUS)
- Tapping Into National Industrial Security...1.25 Hours (BUS)
- Getting #1 On Google: Grow Your Business On The Internet 1.25 Hours (BUS)
- Green Integration For Home 1.25 Hours (TECES)
- Integrated Systems For Industrial Facilities 1.25 Hours (TECES)
- Managed Access - The New RMR... 1.25 Hours (TECES)
- Integrated Systems For Schools 1.25 Hours (TECES)
- Mastering New Retrofit... 1.25 Hours (NOT APPROVED-OUT OF SCOPE)
- Leveraging Analytics For Remote Video Monitoring Applications 1.25 Hours (TECES)
- Privacy, Liability & Legal Considerations For Video 1.25 Hours (L/C)
- Simple, Profitable Multi-Room & Home Theater Audio 1.25 Hours (NOT APPROVED- OUT OF SCOPE)
- Remote Video Guard Tours 1.25 Hours (TECES)
- Video Alarm Notification & Police Priority 1.25 Hours (TECES)

Sponsor: Security Technical Institute

- Instructors' resumes are included in the package

#### Title

- Keyblank Identification 6 Hours (TECLD)
- Cylinder Servicing 6 Hours (TECLD)
- Key Duplication 3.75 Hours (TECLD)
- Codes & Equipment 6 Hours (TECLD)
- Basic Master Keying 6 Hours (TECLD)
- Lock Servicing 6 Hours (TECLD)
- Lockset Function 6 Hours (TECLD)
- Professional Opening 6 Hours (TECLD)
- Impressioning 6 Hours (TECLD)
- Furniture, Cabinet & Mailbox Locks 6 Hours (TECLD)
- Door Closers 6 Hours (TECLD)
- Automotive Anti -Theft Devices & Steering Wheel Locks 3.75 Hours (TECLD)
- Auto Entry 3.75 Hours (TECLD)
- Domestic Auto 6 Hours (TECLD)
- Import Automotive 6 Hours (TECLD)
- High Security Automotive 6 Hours (TECLD)
- Key Generation 6 Hours (TECLD)

- Automotive Transponder 6 Hours (TECLD)
- Marketing And Sales 3.75 Hours (BUS)
- Basic CCTV 6 Hours (TECES)
- Safe Manipulation 6 Hours (TECLD)
- Basic Access Control 6 Hours (TECES)
- Advanced Master Keying 6 Hours (TECLD)
- Basic Electricity & Electronics 6 Hours (TECES)
- Safe Identification & Lock Combo Changes 6 Hours (TECLD)
- Investigative Forensic Locksmithing 6 Hours (TECLD)

The instructors for the continuing education programs were also approved by the Subcommittee.

Motion was made by Jon Sprague, seconded by William Hartung and unanimously passed to recommend that the Advisory Committee accept the recommendation made by the Continuing Education Subcommittee.

#### IMO BUSINESS LICENSING

- Correspondence Sent To Businesses With Which Licensees Are Affiliated, But Have Not Applied For A Business License

The members in attendance reviewed and discussed correspondence sent to businesses with which licensees are affiliated, but have not applied for a Business License.

Subsequent to discussion, motion was by Jon Sprague, seconded by William Hartung and unanimously passed to recommend that the Advisory Committee inform licensees that are affiliated but have not applied for a business license that they must submit their business application by November 1, 2009 or they will have to Cease and Desist from performing any alarm and/or locksmithing services and be assessed a penalty of \$1,000.00.

#### CORRESPONDENCE, "GROUNDING"

- Correspondence Sent By The Board Of Examiners Of Electrical Contractors To Hamilton Township, Electrical Subcode Official, Copied To DCA Codes & Standards (Refer To February 17, 2009 Executive Session Agenda)

The members in attendance reviewed and discussed correspondence sent by the Board of Examiners of Electrical Contractors to Hamilton Township, Electrical Subcode Official, copied to DCA Codes and Standards.

The members in attendance recommended that correspondence be sent to the Board of Examiners of Electrical Contractors advising that the Advisory Committee appreciates their assistance in addressing the issue with regard to "grounding"

Motion was made by Jon Sprague, seconded by William Hartung and unanimously passed to recommend to adjourn the Public Session at 11:30 a.m. and proceed into Executive Session.

Motion was made by William Hartung, seconded by Jon Sprague and unanimously passed to recommend to adjourn the Executive Session at 2:00 p.m. and proceed into the Public Session.

#### ADJOURNMENT

Having no further business, motion was made by Jon Sprague, seconded by William Hartung and unanimously passed to adjourn the Public Session at 3:00 p.m. The minutes reflect actions and decisions taken by the Advisory Committee at this meeting.

Robert Shoremount  
Chairman