

**BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS
FIRE ALARM BURGLAR ALARM AND LOCKSMITH
ADVISORY COMMITTEE
MINUTES OF JUNE 15, 2004
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:

Martin Arnold

Robert Boyer, Vice Chairman

Keith Eaves

William Hartung Charles Okun

Robert Shoremount, Chairman

Jon Sprague

Barry S. Starer Others Present:

Joseph Cantalupo, Member, Board of Examiners of Electrical Contractors

Barbara A. Cook, Executive Director

George De Luca, Administrative Analyst

Sally Barletta, Senior Clerk Transcriber

Robin Owens, Support Services

Joseph Donofrio, Deputy Attorney General

Committee members Richard Aicher, Edward Bagniewski, Arthur Fucetola, Richard Rible, and Leo Selb were unable to attend the meeting.

Members of the Public

Gerard Duffy

Scott Fischbein

Rich Trevelise

APPROVAL OF MINUTES FOR MAY 18, 2004

Upon review of the minutes for the May 18, 2004 Public session, motion was by Robert Boyer, seconded by Martin Arnold to correct page 2, last paragraph of the Public session minutes from "Motion passes with a vote of eight (8) for and one (1) opposed." to "Motion passes with a vote of eight (8) for and one (1) abstention." The motion was passed unanimously to approve the amended minutes for the May 18, 2004 meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Barbara Cook informed the Advisory Committee that more than 250 interim license letters have been mailed, 500 interim license letters are waiting to be mailed and 200 applicants are pending criminal history review.

Executive Director Barbara Cook also provided the Advisory Committee with an overview of the administrative process for fire alarm, burglar alarm and locksmith licensure.

LOCKSMITH EXAMINATION SUBCOMMITTEE REPORT

Competency Examination Development Workshop with Experior for Unsupervised Locksmith Employees

The Locksmith Examination Subcommittee held a Locksmith Examination Development Workshop with Experior, for the development of the trade module of the examination for licensure and the competency examination for unsupervised Locksmith employees on Wednesday, June 2, 2004 . The meeting was held to discuss and approve test questions and reference materials.

In attendance were the following:

Executive Director Barbara Cook
Bill Hartz and Judy McGilvrey representing Experior

Subcommittee members

Keith Eaves (Alarm and Locksmith businesses)
Barry Starer (Locksmith Business)
Richard Rible (Locksmith Business)
Martin Arnold (Locksmith Business)

Subject Matter Experts

Robert Mock
Cliff Shafer
Steve Frei

Subcommittee Members will provide additional questions and reference materials to Experior for either the Locksmith test, the unsupervised locksmith test, or both.

DISCUSSION OF LICENSING FOR NON- TRADITIONAL ALARM & LOCKSMITH INDIVIDUALS AND BUSINESSES

The Advisory Committee discussed licensing for non-traditional alarm and locksmith individuals and businesses.

Motion was made by Jon Sprague, seconded by Robert Boyer and passed unanimously to request a formal opinion from Deputy Attorney General Joseph Donofrio, with regards to whether an individual has to be employed in a locksmith business in order to qualify for licensure.

FOR THE ADVISORY COMMITTEE'S INFORMATION

Division of Law Billing Report for Third Quarter of FY2004

The Committee reviewed the Billing Report provided by the Division of Law for the third quarter of fiscal year 2004. The report indicated that 29.5 hours for Deputy Attorney General and Paralegal services were accrued during the quarter.

PUBLIC COMMENT

Gerard Duffy, a member of New Jersey Burglar and Fire Alarm Association questioned whether the following must be displayed on vehicle:

- business license number
- business qualifier license number
- composition of the license number

Chairman Shoremount advised Mr. Duffy that when the Advisory Committee issues the business license an insert will be included explaining how the business license number and qualifier should be displayed on vehicle. Mr. Duffy was also informed by the Committee that the license number will consist of twelve (12) digits with the prefixes 34FA for Fire Alarm, 34BA for Burglar Alarm, and 34LS for Locksmith.

Scott Fischbein, a member of New Jersey Burglar and Fire Alarm Association questioned whether a licensee must use the license number instead of the business license number when going for a permit. Chairman Shoremount informed Mr. Fischbein that until the business license number is available the licensee must use his/her license number when going for a permit.

Rich Trevelise, an Alarm contractor, questioned whether employees supervised or unsupervised will have to be registered with the Advisory Committee. Chairman Shoremount informed Mr. Trevelise that the registration of an employee is required upon the licensing of an alarm or locksmith business.

REVIEW OF APPLICATIONS FOR ALARM AND LOCKSMITH LICENSES

The Advisory Committee reviewed applications for Alarm and Locksmith licenses.

ADJOURNMENT

Having no further discussion, motion was made by Robert Boyer, seconded by Barry Starer and passed unanimously to close the Public Session and proceed into Executive session.

Respectfully Submitted,

Barbara A. Cook
Executive Director