

BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

**FIRE ALARM BURGLAR ALARM AND LOCKSMITH
ADVISORY COMMITTEE**

MINUTES OF DECEMBER 15, 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 9:40 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
Keith Eaves
Arthur Fucetola
Charles Okun

William Hartung
Robert Shoremount
Jon Sprague

Others Present:

George DeLuca, Administrative Analyst
Lisa Marshall, Customer Service Representative
Angelica Guerrero, Clerk Typist
Joseph Cantalupo, Member, Board of Examiners of Electrical Contractors
Joseph Donofrio, Deputy Attorney General

Committee members Edward Bagniewski and Richard Rible were unable to attend the meeting.

MEMBERS OF THE PUBLIC:

There were no members of the public present at this meeting.

APPROVAL OF MINUTES OF NOVEMBER 17, 2009

Minutes for the November 17, 2009 meeting were not completed at the time of this meeting.

CHAIRMAN'S REPORT

A Chairman's report was not given at this meeting.

NOMINATIONS FOR THE OFFICES OF CHAIRMAN AND VICE CHAIRMAN

Motion was made by Charles Okun and seconded by Keith Eaves, and unanimously passed to nominate Robert Shoremount to a successive term as Chairman of the Advisory Committee.

There were no other nominations for Chairman.

Motion was made by Charles Okun and seconded by Jon Sprague, and unanimously passed to nominate Robert Boyer to a successive term as Vice Chairman of the Advisory Committee.

There were no other nominations for Vice Chairman.

Nominations will be re-opened and elections held at the January 19, 2010 Advisory Committee meeting.

REPORT FROM THE CONTINUING EDUCATION SUBCOMMITTEE **- Continuing Education Programs Submitted For Approval**

The subcommittee approved the following continuing education programs:

Sponsor: Thomas C. Ober Carpenters Training Center FBLSP #050

Title

- Key Codes & Cutting Keys By Code (8 Hours) Category Code TECLD
- Lock Picking & Bypass Methods (8 Hours) Category Code TECLD
- Impressioning (8 Hours) Category Code TECLD
- Small Format Interchangeable Core (8 Hours) Category Code TECLD
- Yale Removable Core (8 Hours) Category Code TECLD
- Master Keying 1 (8 Hours) Category Code TECLD
- Master Keying 2 (8 Hours) Category Code TECLD
- Americans with Disabilities Act, Code 36 C.F.R. (1 Hour) Category Code L/C
- NJ Uniform Construction Code, N.J.A.C 5:23 (1 Hour) Category Code L/C
- Barrier Free Subcode, N.J.A.C 5:23 (1 Hour) Category Code L/C
- First Aid, CPR & AED (16 Hours) Category Code SAF

Albert Adams, Robert Sayer, and Stephen Saudergas have been approved as instructors for the continuing education programs.

- OSHA-30 Construction C.F.R. 29, Part 1926 (30 Hours) Category Code SAF
The continuing education program is approved although the subcommittee requests documentation which verifies the credentials of the instructor.

Sponsor: Home Automation Inc. FBLSP #051

Title

- Introduction To Home Automation (2 Hours) Category Code TECBA
- Applications Programming (2 Hours) Category Code TECBA
- New Products (2 Hours) Category Code TECBA

The instructors for the programs have been previously approved.

The subcommittee advises the sponsor that some home automation equipment and systems fall outside the scope of alarm and locksmith licensing, therefore, may require the services of a licensed electrical contractor. Additionally, a Telecommunications Wiring Exemption may be required for network and data wiring. The subcommittee recommends that the sponsor contact the Board of Examiners of Electrical Contractors for clarification.

Sponsor: New Jersey Burglar Alarm & Fire Alarm Association FBLSP #002

Title

Customer Needs Focused Selling

Request to increase the duration of continuing education program from 3.5 hours to 4 hours.

Upon review of a revised outline, the subcommittee approved the increase in the duration of the continuing education program. It was also noted that the continuing education program was incorrectly categorized when originally approved for 3.5 hours. The correct category code is BUS.

Sponsor: Elite CEU FBLSP #008

The Advisory Committee received the following report from the Continuing Education subcommittee with regard to the Committee's concern whether Elite CEU has properly kept attendance records for its on-line continuing education.

Kaleb Brashear, principal for Elite CEU, appeared before the Advisory Committee at the October 20, 2009 meeting to discuss the attendance verification and authentication process used by Elite CEU. During the appearance, Mr. Brashear submitted documentation outlining the Electronic Signature process currently used by Elite CEU for on-line continuing education programs.

The subcommittee reviewed the the Electronic Signature process and informed the Committee that it was not certain that Elite CEU could guarantee certification that the authentication and verification that the Committee requires of continuing education sponsors who provide classroom continuing education programs. Subsequent to discussion, the Committee determined its approval of Elite CEU programs as submitted, pending review of the process. The Committee's approval would be terminated if it found the failure by Elite CEU to maintain authentication and verification.

Sponsor: Elite CEU FBLSP #008, Continued

Additionally, the following on-line continuing education programs and instructors were approved by the subcommittee:

Tips and Tricks for the Automotive Industry Parts 1-5
Automotive Key Generation – GM Series Parts 1-8
Automotive Key Generation – Ford Vehicles
Instructor, Jim Hetchler

Aluminum Stile Door Service and Repair Series Parts 1-4
Wafer Lock Reading
Key Bumping
The Fifteen Minute Safe Opening Technique
Panic and Exit Hardware Solutions
Instructor, Billy Edwards

Standard Progression Format – Basic Master Keying
The Standard Key Coding System
Matrix Method – Master keying
Instructor, Jake Jakubowski

Motion was made by Keith Eaves, seconded by Robert Boyer and unanimously passed to accept the recommendations made by the Continuing Education subcommittee.

PUBLIC COMMENTS

There were no comments from the public at this meeting.

Motion was made by Keith Eaves, seconded by Jon Sprague and unanimously passed to adjourn the Public Session at 10:35 a.m. and proceed into Executive Session.

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

**REVIEW OF APPLICATIONS FOR ALARM AND LOCKSMITH LICENSES
REVIEW OF APPLICATIONS FOR ALARM AND LOCKSMITH BUSINESS LICENSES**

The Advisory Committee reviewed applications for alarm and locksmith business licenses at this meeting. The Advisory Committee was unable to review applications for individual alarm and locksmith applicants.

ADJOURNMENT

Having no further business, motion was made by Keith Eaves, seconded by Jon Sprague and unanimously passed to adjourn the Public Session at 12:00 p.m.

The minutes reflect actions and decisions taken by the Advisory Committee at this meeting.

Robert Shoremount
Chairman

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