

# **BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

## **Fire Alarm, Burglar Alarm and Locksmith Advisory Committee**

**October 19, 2010**

### **PUBLIC SESSION MINUTES**

#### **I. Call to Order**

The Meeting of October 19, 2010, was called to order at 9:40 A.M.

All requirements of the Open Public Meetings Act have been complied with in accordance with N.J.S.A. 10:4-6. The notice of the meeting has been mailed to the Newark Star Ledger, Camden Courier Post, and the Trenton Times. The notice has also been sent to the Secretary of State, Trenton, New Jersey.

The Board saluted the Flag.

*The following members were present:*

Keith Eaves  
Sgt. William Hartung  
Charles Okun  
Robert Shoremount  
Walter Wargacki, Jr.  
Jon Sprague

*The following members were not present:*

Edward Bagniewski  
Arthur Fucetola  
Richard Rible

*Also, present were:*

Joseph Donofrio, Deputy Attorney General, Division of Law  
Lisa Marshall  
Angelica Guerrero  
Howard Pine, Legal Specialist  
Lolly Merced, Administrative Assistant to the Deputy Director  
Joseph Cantalupo, Member Board of Electrical Contractors

*Also, present from the public were:*

Joe Parisi      NJBFAA - Rapid Response  
Gerald Duffy   NJBFAA - Spectrum Cable & Alarm Systems Inc

Jeff Davis     NFBFAA - NJMLA  
Mike DiCicco Locksmith (Business license)

## **II.     Announcements**

No announcements.

## **III.    Chairman's Report**

Nothing to report.

## **IV.    Approval of Minutes**

A motion was made by Jon Sprague and seconded by Walter Wargacki, Jr. to approve the public minutes of September 21, 2010 as presented. After discussion, the motion was amended to accept the minutes as amended. Motion carried. The minutes were accepted as amended.

## **V.     Continuing Education Subcommittee Report**

Chairman Okun advised the **Committee** that this is the first time the Committee is requiring continuing education credits as part of the renewal process of an individual license. This is also the first time that the Committee is going through the business license renewal process.

Paul Ray and Ivette Castillo who oversee the renewal process for the Division of Consumer Affairs, came before the Committee to request their approval for the renewal application for the fire alarm, burglar alarm and locksmith business licenses. They advised the Committee that it could add four additional questions in the renewal application.

The Advisory Committee discussed sending out a letter to all businesses requesting each business to send in a list of all of their employees - list of employees that work under the supervision of a licensee and a list of all employees that hold an active license.

A motion was made by Jon Sprague and seconded by William Hartung to send out the renewal applications first to all businesses and then send out a follow-up letter to each business requesting a list of all of their employees, licensed and unlicensed. Motion carried

The Advisory Committee discussed what questions should be included as part of the renewal application form. A motion was made by John Sprague and seconded by William Hartung to add the following two questions to the renewal application: 1. Are you acting as the business qualifier for any other business? and, 2. Does your business have more than one qualifier? Motion carried.

The motion was amended to include the following additional two questions. 1. Have you submitted a copy of the insurance coverage or the surety bond to the Committee? and 2. Have you submitted a copy of the general liability insurance coverage to the Committee? If any of these questions get an answer, “no”, an alert will be placed on the application.

There was further discussion regarding “holds and “alerts” being placed when an applicant answers “no” to certain questions. If a hold is placed on an application, the license is not issued/renewed, nor printed. If an alert is placed on an application, the license is issued/renewed and printed out, but the applicant will be contacted to provide the missing documentation.

#### **A. Report on proposed amendments to regulations**

The Committee requests that Regulatory Analyst Maryann Sheehan attend the November 16, 2010 meeting to discuss the status of amendments to the continuing education requirements previously discussed at the September 21, 2010 meeting.

The Advisory Committee also wants to discuss amending the regulations to require licensees to submit current insurance papers and surety bonds as part of license renewal.

#### **B. Review of Continuing Education (CE) Programs**

After review and discussion of the Continuing Education Subcommittee’s Report of recommendations of CE programs, a motion was made by Jon Sprague and seconded by Walter Wargacki, Jr. to approve the CE programs submitted in the Subcommittee’s report of recommendations for the next triennial period of 2010 - 2013. Robert Shoremount abstained. Motion carried.

#### **C. Re-submission of previously approved continuing education programs for the 2013 triennial period**

A motion was made by Walter Wargacki, Jr. and seconded by Jon Sprague that the staff is authorized to approve any previously approved continuing education program that is submitted for renewal of the next triennial period (2010 - 2013), as long as there are no changes made to the course, curriculum or instructor once the completed renewal application, fee and proof of previously approval notice has been received. by the Committee staff. Robert Shoremount abstained. Motion carried.

The Committee discussed the continuing education credits that will be required for everyone who requests to reinstate their individual license. It was the Committee’s decision that it wants to ensure that the continuing education credits are up-to-date. The Committee only wants to allow the mandatory continuing education credits to be transferred to the next triennial. Further discussion with Regulatory Analyst, Maryann Sheehan to discuss the necessity of incorporating this requirement in its regulations.

## **VI. Reinstatement Procedures, Suspension Letter**

A motion was made that the Committee send out a letter to all businesses asking for the name of their qualifier. If the business does not have a licensed qualifier, the business has 30 days to get a licensed qualifier to continue to do business. The name of the new qualifier needs to be sent to the Committee.

A motion was made by Jon Sprague and seconded by William Hartung to notify all the business that have a qualifier with an expire or inactive license that their business is operating against the regulations.

## **VII. Frequently Asked Questions (FAQ) on the Advisory Committee Website**

It was the decision of the Advisory Committee that it post on its website FAQ and answers for **access** to the public. The Committee members were asked to send **any** questions and answers to Howard Pine via email so that he can create the FAQ for the website. Also, the members that were in attendance for different associations were also encouraged to send in any questions that they would like to see answers posted for on the website. It was the decision of the Advisory Committee that Mr. Pine post the FAQ on the Advisory Committee's website as soon as it was created.

## **VIII. Public Comment**

Mr. Parisi advised the Advisory Committee that the CE sponsors have not been informed that they are required to request their CE courses to be re-approved for the new triennial cycle.

It was brought to the Advisory Committee's attention that there are out-of-state telecommunications companies doing business in New Jersey. These companies install and monitor security systems. Could these telecommunications subcontract in New Jersey? The Advisory Committee asked that this information be sent to the Advisory Committee with specific supporting information for review by the Committee. Each case needs to be reviewed on a case-by-case basis.

Mr. Davis asked the Committee how many companies can a qualifier qualify for licensure? The Committee responded that there is no limit on the number, however, there are supervision requirements that a business qualifier needs to satisfy.

## **IX. Review of Applications for Alarm and Locksmith Licenses and Applications for Alarm and Locksmith Business Licenses**

The Committee reviewed and approved applications for examinations.  
The Committee reviewed and approved business addresses.

## **X. Adjournment**

A motion was made by Keith Eaves and seconded by Jon Sprague to close the public session and go into closed session to discuss confidential matters. Motion carried. Public session was adjourned at 12:15 p.m.