

Recordkeeping Committee Meeting Minutes

Fall Conference - 2009

Date: October 5, 2009

Time: 7:00 AM

Place: Loews Lake Las Vegas Resort, Henderson, NV.

Members Attending: Keith Williams - Intec
Pat Bush - Westar Energy, Inc.
Craig Ellis - Progress Energy
Sanita Walker-Resper - PHI
Linda.DeBorde – CenterPoint Energy
Levi Davenport – CenterPoint Energy
Chuck Kelly - EEI

Members Absent: James B. Lancour - Consultant
Rick Hoffman – American Electric Power
Shelly Killingsworth – Kansas City Power and Light
Mark Kulow - Indianapolis Power and Light
Matt Batis - Allegheny Energy Supply LLC

Recorded By: Keith Williams

Agenda Items:

- Substation Electricians
The committee agreed to include an additional job classification category in the survey. The category will be identified as “Substation Electricians”.
- Motor Vehicle Accidents Definitions
The committee agreed on a definition for a “motor vehicle accident” to be included in the Motor Vehicle Accident data section. The committee also agreed on the definition for “preventable motor vehicle accident”. The definitions will be compiled and sent to all committee members for their final review and approval.
- Motor Vehicle Data Collection Changes
The committee agreed to the following changes:
 - The collection of data for Total Vehicle Accidents and Preventable Vehicle Accidents.
 - Definitions will be accessible from the user interface
 - Historical data will be compared to Total Vehicle Accident data.

- A “No Data Provided” check box will be created for participants unable to provide data in the Total or Preventable categories.
- An “Alternate Definition” checkbox will be created for participants not using the survey definitions.
- Participants must enter a value for the number of accidents or the record will be flagged for review unless participants check the “No Data Provided” box.

- Published Deadlines
The committee recommended that both the submission and confirmation deadlines be published in the notices and instructions. Participants not meeting the confirmation deadline will have their data published as submitted. Submitted and unconfirmed data that does not pass the validation tests will not be used in the survey.

- Company Types
The committee recommended that the Company Type section of the survey be edited to read “Company Type for the data being reported”. Selection F, Service Holding Company will be removed from the survey.

- NCCI Data and Reports
The committee agreed to provide the IDD Summary Report and Spreadsheet in a separate folder (Injury Detail Data) on the CD.

- EI Safety Survey Agenda
The survey agenda was presented and approved by the committee.

- Webinar Training
The committee agreed that the webinar training be conducted early in January. Possible dates for the training will be selected and sent to the committee for review and comment. Committee members will be invited to participate as instructors. The presentation will be scripted but will include comments from participating committee members.

- Additional Changes In the Next Survey
The committee members were informed of and agreed to the following survey changes:
 - Prevent the omission of contact information by using mandatory contact information fields
 - Prevent the establishment of multiple accounts by mandating a unique user name
 - Improve customer service by including additional fields in the administrative interface
 - Control invalid accounts by including additional fields in the administrative interface and reports

Next Meeting: The next meeting will be held at the Spring Occupational Safety & Health Committee Conference, on Monday April 26, 2010, at the Royal Sonesta New Orleans, New Orleans, LA.