

**ST. MARY'S COUNTY GOVERNMENT  
BOARD OF ELECTRICAL EXAMINERS**

*Don Haskin, Chairman  
Danny Johnson, Secretary*



**COMMISSIONERS OF ST. MARY'S COUNTY**

James R. Guy, President  
Michael L. Hewitt, Commissioner  
Tom Jarboe, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner

**ST. MARY'S COUNTY ELECTRICAL BOARD  
April 3rd, 2018 MEETING MINUTES**

Donald Haskin	Chairman	Present
James Johnson	Secretary	Absent
Rudolph Worch, III	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Present

**Total Deposited for March 2018:**

\$625.00

**Total Deposited Since May 1<sup>st</sup> 1989:**

\$372685.00

**March Deposits to Planning & Zoning:**

Master Electrical New License Deposits	\$450.00 (3)
Master Electrical License Renewal Deposits	\$0
Master Electrical License Renewal Late Fee	\$0
Master Electricians Exam Deposits	\$0
Restricted License New Deposits	\$150.00 (1)
Restricted License Renewal Deposits	\$0
Restricted License Renewal Late Fee	\$0
Restricted License Exam Deposits	\$0
Low Voltage New License Deposits	\$0
Low Voltage License Renewal Deposits	\$0
Low Voltage License Late Fee	\$0
Low Voltage Exam Deposit	\$0
Re-Instatement Fee	\$0
Homeowners Exam	\$25.00 (1)

**Insurance Up-Dates for March 2018:**

37

**March 2018 Change of Address and/or T/A:**

0

**March 2018 Shelved License:**

0

**Meeting: The Meeting was called to order by Mr. Haskin at 7:30pm**

- 1) Vote to approve March minutes-5-0 to approve.
- 2) All electrical work done in St. Mary's County that does not require a building permit will require a no cost electrical permit. The permit will be obtained through Planning and Zoning. Once the permit is obtained than the electrician can file for an inspection at the inspection agency he uses.
- 3) Mr. Haskin completed another 10 hour code class with a very successful turn out.
- 4) A new license application will be placed on the electrical boards web page that covers Master, Low Voltage and Restricted. This application will simplify the process.
- 5) The following is a list of dates for the Electrical Examiners Board meetings in 2018.
  - a. January 2nd Board Meeting
  - b. January 25th Master/Low Voltage/Restricted Exam
  - c. February 6th Board Meeting
  - d. March 6th Board Meeting
  - e. April 3rd Board Meeting
  - f. May 1<sup>st</sup> Board Meeting
  - g. June 5th Board Meeting
  - h. July 3rd Board Meeting--Cancelled
  - i. July 26th Master/Low Voltage/Restricted Exam
  - j. August 7th Board Meeting
  - k. September 4th Board Meeting
  - l. October 2nd Board Meeting
  - m. November 6th Board Meeting
  - n. December 4th Board Meeting

**Homeowners Exam Applicants for March 2018:**

1

**Homeowner Exam Results for March 2018:**

N/A

**Monitor Homeowners Exam for May 2018:**

Ron Derby

**Master/Restricted/Low Voltage Results for July 2017 and January 2018:**

2017 July Exam—1 Applicant—Master Exam--Fail

2018 January Exam---1 Applicant---Master Exam---Fail

**Monitored Master/Restricted/Low voltage Exam for July 26<sup>th</sup> 2018:**

Craig Spence & Don Haskin

**Postage for March 2017:**

\$1.41

**Next Regular Board Meeting:**

Next regular board meeting is scheduled for Tuesday May 1<sup>st</sup>, 2018 at the Governmental Center Carter Building, Leonard Hall Drive, 2<sup>nd</sup> floor conference room at 7:30 PM.

**Motion to Adjourn Meeting:**

Motion by Mr. Derby  
Second by Mr. Spence

**The Following Payments are authorized for the Board Members for April 2018**

1) Robert Spence----MEMBER

- a) Attend Meeting \$25.00
- b) Spence Total \$25.00**

2) Chris Worch---MEMBER

- a) Attend Meeting \$25.00
- b) Worch Total \$25.00**

3) Ron Derby---MEMBER

- a) Attend Meeting \$25.00
- b) Derby Total \$25.00**

4) Don Haskin---CHAIRMAN

- a) Attend Meeting \$25.00
- b) Haskin Total \$25.00**

5) James Johnson-----SECRETARY / RECORDING SECRETARY

- a) Prepare Meeting Minutes \$25.00
- b) Recording Secretary (42@ \$15.00) \$630.00
- c) Johnson Total \$655.00**

Recording Secretary Performed the Following Duties (March):

- 1) Picking up mail
- 2) Issuing licenses and renewals
- 3) Confirming and updating insurance coverage
- 4) Shelve and un-shelve licenses for insurance reasons
- 5) Updating roster with new information on license renewal form

- 6) Printing new licenses
- 7) Completed annual report
- 8) Responding to mail, email and phone calls.
- 9) Preparing items to be placed on Website
- 10) Prepare Master Exam
- 11) Prepare Homeowners Exam
- 12) Renewal Year
- 13) New Simplified Electrical License Application

**James D. Johnson Jr.**  
**Secretary**  
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