

In reference to Schedule “B”, page 62 of 82:

Q. Please advise as to any further meetings of the Joint Planning committee between the companies dealing with communication equipment and joint use of communication equipment. Please provide the minutes of all meeting between Newfoundland Hydro and Newfoundland Power for the purposes of submitting a final report to the Public Utilities Report providing the results of the joint task force established in 1997, which was mandated to reduce costs through the sharing of services and the removal of duplication.

A. There have been no meetings of the joint Co-ordination Steering Committee of Newfoundland Power and Newfoundland and Labrador Hydro since May 10, 1999.

Attachment A is a copy of the minutes of Committee meetings from March 5, 1997 to May 10, 1999. This information was previously filed in Newfoundland and Labrador Hydro’s 2001 General Rate Application as a response to CA-190.

MINUTES OF THE FIRST MEETING
NLH/NP CO-ORDINATION STEERING COMMITTEE
MARCH 5, 1997

Attendees:	Bob Clarke	IBEW 1615
	John Evans	NF Power
	Gerard O'Reilly	IBEW 1620
	David Reeves	NF Hydro

D. Reeves volunteered to chair the first meeting.

The following is a summary of discussion/action items resulting from the first meeting of the NLH/NP Co-ordination Steering Committee.

After introductions of the Committee members, a discussion took place regarding the general background of the initiation of this Steering Committee. The discussions focused on:

- ① Inter-utility proposals for co-ordination
- ② PUB report - July, 1996 concerning rural electrical service for Hydro's customers
- ③ Suggestions of Newfoundland and Labrador Federation of Municipalities resulting from NP's rate hearing of 1996.

A review of a draft Terms of Reference resulted in acceptance with minor modifications.

The final version of the Terms of Reference is attached.

A listing of potential items for co-ordination was reviewed by the committee. This list was in a tabular format (see attached). It was recommended and accepted that this table would form the basis of reviewing the progress on the different activities. D. Reeves accepted responsibility for the upkeep of this table.

The above list is comprised of thirteen items and it was thought that a good starting point would be to assign these to individuals in both utilities to develop a draft scope statement. The assignment of the items is shown in the attached table. The purpose of developing draft scope definitions for each of the items is to assist the Steering Committee in obtaining a better appreciation of the assignment. From this the Steering Committee can deal with Committee composition and time line for the review.

It was also felt that items could be categorized into three categories.

- (1) Items which have potential for co-ordination without much further work
- (2) Items which have the possibility for co-ordination, however further work is required
- (3) Items requiring further discussion to determine if items should be investigated further.

Discussion took place on a joint utility committee which is presently in place to address the possibility of co-ordination of NLH/NP meter shops. It is understood that the report from this committee is nearing completion. It was suggested that the report should come to this Steering Committee for review. Representatives from both utilities will review this matter and report back to the Steering Committee at the next meeting.

An action list for items resulting from this meeting is attached for the convenience of the members.

A suggestion was made that a general overview of each utility's organizational structure would be beneficial to all committee members. This will be done at the next meeting. During this review, the geographic areas served by each utility will be covered with particular attention to areas of potential co-ordination.

The next meeting is scheduled for March 20, 1997 at 2:00 p.m. at NP, Duffy Place. The meeting will be chaired by Mr. John Evans.

DWR/dp
March 7, 1997

MINUTES OF MEETING # 2
NLH/NP CO-ORDINATION STEERING COMMITTEE

MARCH 20, 1997

Location: Newfoundland Power, 50 Duffy Place

Attending:	Bob Clarke	-	IBEW Local 1615
	Dave Reeves	-	NLH
	Gerard O'Reilly	-	IBEW Local 1620
	John Evans	-	NP

The meeting commenced at noon in the 2nd floor conference room at Newfoundland Power's Duffy Place facility with lunch. After lunch, Bob Pike conducted a tour of the facility covering the Call Centre, Print Shop, Loading Area including stores pre-issue, the warehouse, and the transportation maintenance facility. All agreed the tour provided an opportunity to learn more of each other's facilities as well as an opportunity for the participants to get better acquainted with each other.

The formal part of the meeting commenced at 1400 h with items 5(a) Employee Release and 6(a) update on Meter Shop being added to the agenda. The minutes of the March 5th meeting were confirmed.

Both Dave and John overviewed NLH's and NP's current organizational charts. John promised a copy of the chart showing the executive organization and also that of the VP, Operations. (Copy attached.) The service areas of each organization were discussed including the isolated diesel areas operated by NLH.

The draft employee release was reviewed and accepted with the addition of Item 14 (Meter Shop Review) and a note indicating further areas may be considered. It was left that John would have Mary Tucker finalize and co-ordinate simultaneous release with Don Barrett. Copies would be provided to Bob and Gerard prior to it being issued. (Release planned for Monday, March 24 at 10 a.m.)

A review of the various scope/recommendations was conducted.

1. Sharing of Specialized Equipment

The scope was reviewed and general agreement reached; however, it was felt that the Task Group should be confirmed and asked to review the scope and set a time frame for final report. This should be done prior to April 9th.

The Task Group to be comprised of:

NLH	-	Gerry O'Brien (BFS)
Local 1615	-	N/R
NP	-	Brian Walsh
Local 1620	-	?

2. PCB Facilities

Okay to go to Task Group for review and comment.

Task Group to be comprised of:

NLH	-	Frank Ricketts
Local 1615	-	N/R
NP	-	Bernard Ryan
Local 1620	-	NR

John was to ask Bernie to contact Frank and review scope and comment prior to April 9th.

3. Customer Enquiries (1-800#)

The paper prepared by NLH on 1-800 numbers was reviewed. This was prepared subsequent to a number of discussions between Al Ballard at NLH and Ray Schofield and Pat Ryan at NP. It was agreed that improved efficiencies and greater customer service to the NLH customers was possible with a common approach to 1-800 number services.

It was, therefore, agreed that a Task Group would examine this activity with a view for implementation provided Hydro agrees to proceed with a 1-800 number.

Task Group comprised of:

NLH	-	Al Ballard
Local 1615	-	N/R
NP	-	Pat Ryan
Local 1620	-	N/R

4. Printing Services

The draft scope of the printing services project was reviewed. It was felt that the Task Group should review the scope and make any comments before the April

9th meeting. (John will have Lynn contact Ian and others, if required.) Bob indicated that he did not see a requirement for a person on the Task Group while Gerard wanted to discuss the group's activities with Kay Aylward.

Task Group comprised of:

NLH	-	Ian MacPherson
Local 1515	-	To be determined
NP	-	Lynn Mowbray
Local 1520	-	Kay Aylward

5. Storage Space

The scope for the Task Group on storage space was reviewed and agreed to.

It was noted that labor cost reductions indicated were for outside labor. An interim report from the team on the terms of reference is anticipated by April 9th.

Task Group comprised of:

NLH	-	Ian MacPherson
Local 1515	-	N/R
NP	-	Lynn Mowbray
Local 1520	-	N/R

6. Emergency Spill Response

The draft scope and recommendation for this task was reviewed and accepted subject to further review by the Task Group itself. (John will ask Bernie to contact Frank in this regard.) The scope should be reviewed by April 9th.

Task Group comprised of:

NLH	-	Frank Ricketts
Local 1515	-	N/R
NP	-	Bernie Ryan
Local 1520	-	N/R

7. Protective Equipment Test Facilities

The draft scope and recommendations for this item were reviewed and generally accepted. It is hoped that the group can review their terms of reference by April 9th. Local 1515 indicated that they did not require a representative on the group;

however, Local 1620 felt they would but did not have a nominee. It was anticipated that the name of the nominee would be available by our next meeting.

Task Group comprised of:

NLH	-	Gary Brinston
Local 1615	-	Terry Bouzane
NP	-	Noel Bishop
Local 1620	-	Keith Locke

8. Distribution Maintenance

This was considered one of the major areas of study requiring input from all parties and a considerable time frame. It was felt the group should assemble and review their terms of reference prior to April 30th with a goal for a final report by September 30th.

Task Group comprised of:

NLH	-	Lloyd Fudge
Local 1615	-	Rob Hickman
NP	-	Verbon Hewlin
Local 1620	-	Rick Flander

There were no other drafts prepared but time did not allow their review. Copies were distributed for review prior to the next meeting.

Next Meetings

- a. Wednesday, March 26, 0900 -1200; Hydro Place
- b. Wednesday, April 9; 0900 - 1200; Newfoundland Power's
Verbon Hewlin Office

MINUTES OF THE THIRD MEETING
NLH/NP CO-ORDINATION STEERING COMMITTEE

MARCH 26TH, 1997

Attendees: Bob Clarke, IBEW 1615
John Evans, NP
Gerard O'Reilly, IBEW 1620
David Reeves, NLH

The meeting commenced at 9:00 a.m. in the 6th floor Conference Room at NLH's, Hydro Place.

The draft minutes from meeting #2 were reviewed and accepted with one clarification regarding customer enquiries (1-800 number).

The draft mandate statements for the following were reviewed:

- ◆ switching
- ◆ VHF radio system
- ◆ inventory and common spares
- ◆ NP 138 kV central
- ◆ common equipment and engineering (divided into three areas; distribution 69 and 138 and sub-stations, and line constructions)

The Committee did not have a copy of the Terms of Reference for the work associated with the Meter Shop review. J. Evans suggested that he would obtain a copy of the previous Terms of Reference and bring it forward for the Committee's review at the next meeting.

The committee generally adopted a standard format for the mandates. J. Evans suggested that he take the information which has been collected to date and would put it in the generally accepted standard format. This will then be circulated to the other committee members within a week.

A proposed table and time line charting for the tracking of committee members and schedules, was reviewed and generally accepted by all committee members. D. Reeves suggested that he could maintain these tables and have them available for each meeting. These would be used to monitor the progress on all tasks. It is felt that after the initial attempt at scheduling these projects, some modifications will have to be made so that the Steering Committee can balance its work load over the next year.

A review was made of the list of participants of the working groups who are being recommended by the four parties. Additional appointments are still to be made and this information will be forwarded to D. Reeves by early next week.

A discussion took place on the initiation of the first meeting for the working group. It was decided that once the mandate is complete, it could be given to the Management representative of the company that prepared the original scope statement. This person would arrange for the first meeting; a meeting location, contacting all working committee members and reporting back on the working committee's review of the mandate. Subsequent meetings of the working committee would be finalized at the initial meeting.

A point was made that as the Steering Committee moves forward with its work, it should be conscious of the fact that the information being collected will have to be reported back to the Public Utilities Board. To facilitate the proper documentation, the Steering Committee after determining that savings can be achieved, will have to document how these savings flow to the customer.

During the meeting at 10:00 o'clock the Steering Committee toured NLH's facilities in Hydro Place, namely, the Energy Control Centre, Telecontrol Shop and Network Centre, Meter Shop and Mailroom/Printing room. All agreed that the tour was a worthwhile part of the Committee's work and all noted that they look forward to seeing other areas of the utility's facilities.

The location for the next meeting to be held on April 9th, 1997 was discussed and it was agreed that it would be held in NP's Whitborne office. During this visit a tour will be conducted of both the NP's and NLH facilities in the area.

DWR/dp
April 1, 1997

47k

MINUTES OF MEETING #2
NLH/NP CO-ORDINATION STEERING COMMITTEE

APRIL 9, 1997

Location: Newfoundland Power, Whitbourne

Attending:	Bob Clarke	-	IBEW Local 1615
	Dave Reeves	-	NLH
	Gerard O'Reilly	-	IBEW Local 1620
	John Evans	-	NP

1. The minutes of the meeting of March 20, 1997 were accepted.
2. NLH have decided to proceed with 1-800 services.
3. The scopes were reviewed again in detail. Minor changes were noted and the documents have been revised with these changes.
4. It was also noted that we need to give some thought to how to identify that any savings accruing from this activity flow to the benefit of the ultimate consumer. NP and NLH finance persons will discuss this objective.
5. It was agreed to draft a project scope on Technical Training. This will be available for the next Steering Committee meeting.
6. It was agreed that ☐cost analysis☐ would be added to the item on reports in all project mandates.
7. It was agreed that the project mandates would be numbered for ease of reference. This will be done prior to the next meeting.
8. It was agreed that the report on Meter Shops would be reviewed before the next meeting and that some discussion would be started on it at that time.

In this regard, it was decided to commence the meeting 0.5 hours earlier and have the project team provide an overview of their study and findings prior to the start of the regular meeting on May 1.

8. The next meeting dates were selected as follows:
 - a. Thursday, May 1; 0830 hrs. - 1200 noon; NP - Topsail Rd
 - b. Wednesday, May 23; 0800 hrs. - 1200 noon; NLH - Bishops Falls

9. Following the meeting, Berkley Pinsent conducted a tour of the NP Whitbourne facility which headquarters approximately 20 persons to service NP's 12,000 customers between New Harbour and Trepassey.

The group then visited the NLH Whitbourne facility which has a staff of approximately 40 and maintains transmission lines and terminal stations from Sunnyside to Oxen Pond and the Burin Peninsula where Rod Hefford provided a tour.

Both tours were very informative for the group.

**MINUTES OF MEETING # 5
NLH/NP CO-ORDINATION STEERING COMMITTEE**

May 1, 1997

Location: Newfoundland Power, Topsail Road

Attending:	Bob Clarke	-	IBEW Local 1615
	Dave Reeves	-	NLH
	Gerard O'Reilly	-	IBEW Local 1620
	John Evans	-	NP
	Meter Shop Task Group		
	Chris Walsh	-	NLH
	Ern Barbour	-	NLH
	Dennis O'Grady	-	NLH
	Clyde Howell	-	NP
	Ray Schofield	-	NP
	Wayne Rodway	-	NP

1. The Task Group looking at the Meter Shop Operation and accreditation presented their findings in a very competent presentation. Considerable discussion ensued taking approximately two hours. Further discussion on the topic by the Steering Committee was deferred until later in the agenda.
2. John agreed to follow up on the issue of another employee release.
3. The Sharing of Specialized Equipment Task Group suggested that they be responsible only for T&D items. The Committee felt that since there was little generation material to share that the group should be responsible for all items.
4. The Task Group for mandate # 6 recommended that the assignment be revised as follows:
 - 1) What resources (labour, material and equipment) for Emergency Spill Response are existing.
 - 2) If co-ordination of these resources noted in Item 1 is achievable (legally and practically).
5. John agreed to send out a complete set of the latest revision of all mandates.

6. The Switching Task Group wanted to investigate the advisability of a common protection code. It was felt that they are within their mandate to make recommendations in this area.
7. Training - Copies of the mandate were apparently not sent out after it was placed in standard format. They were provided during the meeting. The Committee felt that the inclusion of Item 5 provided too broad a scope initially. (Unless task group makes such a recommendation). It was accepted less Item 5 and will be revised and issued accordingly.
- 1620 has yet to identify a member but should have one in a couple of days.
 - Wayne Howell will call the first meeting.
8. Monthly summaries are to be provided to the Committee by Task Groups. They can be forwarded to John or Dave who will circulate them to the remainder of the Committee.
9. John to circulate PCB Committee Report.
10. John/Dave to follow up on May 5 for monthly reports for April from those groups who have not reported.
11. Schedule to be updated and circulated by Dave after considering April Reports.
12. The sharing of costs was discussed. NP & NLH agreed no employee would lose any straight time pay because of serving on committees. All agreed that some overtime work would be required to permit smooth operation of the Task Groups; however, no payments would be made for overtime so incurred. NLH & 1615 agreed each would pay their own expenses. All agreed to combine travel using road transport with Company vehicles to reduce costs where ever practical.

John indicated he did not think the union agreement envisaged such groups but felt minimum transportation costs might be covered pending discussions with Stan MacDonald. NP indicated that if they picked up travel costs for 1620 representatives, they would want a say in the area that a Task Group member was selected from by 1620.

John undertook to investigate and advise Gerard on this item. Once finalized, a communication should be made to all Task Groups.

13. It was agreed to have NP/NLH finance people review the Meter Shop Report and obtain any other necessary input to further define model and determine:

- How to share costs.
- How to ensure savings flow to ultimate consumer.

14. John and Dave undertook to attempt to design a model that considered costs, impact on human resources, customers, and vehicles for use in evaluating projects prior to next meeting.

15. The Meter Shop report was given a brief review. It was evident that a lot of work went into the report. Some members of the Committee were against anything that reduced the number of employees regardless of impact to customers. Another view expressed concern on how any customer savings could be left on the table without significant benefits to customers in some other manner.

It is certainly expected that the work of this committee will result in customers cost lower than they would otherwise have been. All efforts that help keep the electricity price down helps retain customers and hence jobs.

16. The next meetings are scheduled as follows:

08:00	Friday, May 23, 1997	NLH - Bishops Falls
08:30	Wednesday, June 25, 1997	NLH
08:30	Monday, August 11, 1997	NP

MINUTES OF MEETING # 6
NLH/NP CO-ORDINATION STEERING COMMITTEE
MAY 23, 1997

Location: Hydro Place, Level 6, Conference Room

Attendees: Bob Clarke - IBEW Local 1615
Dave Reeves - NLH
Gerard O'Reilly - IBEW Local 1620
John Evans - NP

1. The meeting commenced at 9:30 a.m.
2. The draft minutes of Meeting #5 were reviewed and accepted as written.
3. A report from the PCB Facilities Committee was reviewed. The report made recommendations on all aspects of the mandate, however there was a suggestion that reference be made in the report to the overall aim of reducing to one storage site between both utilities. It was agreed that this suggestion would be put to the working committee and await their response.
4. A discussion took place on the evaluation model which was used by the Meter Shop working committee and how it might be enhanced to include (a) cost sharing between utilities and (b) savings which flow to the ultimate customer. John Evans had done some work on this activity, however more work is required before a proposal can be made to the Steering Committee.
5. Discussion also took place on the development of a model which would be used by the Steering Committee for the final evaluation of the working committee reports. Some work had been done on this by both utilities and Dave Reeves

presented a preliminary draft of an evaluation form which might be used. It was agreed by all members that more work is required and a concentrated effort should be made so that it can be finalized before this Summer.

6. An update was given on the activities of all working groups. The only item of note was that the committee addressing "customer enquiries (1-800 number)" are unable to meet their May 31st deadline and requested an extension. The Committee agreed to the extension of one month.

7. A general discussion on the finalization of the mandates and the latest schedule took place. The schedule showed the up-to-date memberships of all working committees and the time lines for these committees. It was pointed out that two committees ("Meter Shop" and "PCB Facilities") have submitted final reports to the Steering Committee.

8. The next scheduled meeting of the Steering Committee will take place at NLH, Bishops Falls office on Friday, June 27th, 1997. Prior to the meeting, a visit will be made (8:00 a.m.) to the NP, Grand Falls office. While at the NP and NLH facilities, an attempt will be made to meet as many of the working committee members as possible. It was also suggested that while at the NLH Bishops Falls office, a visit should be made to the PCB storage facilities.

9. A discussion took place on the upcoming meetings of the Steering Committee and it was determined that a meeting could not take place in July, however a meeting would be scheduled for August 11th, 1997 at NP facilities in St. John's.

DWR/dp
May 27, 1997

DRAFT

MINUTES OF MEETING No. 7

NLH/NP CO-ORDINATION STEERING COMMITTEE

JUNE 27, 1997

Location: Hydro Place, Level 3, Conference Room 2

Attendees: Bob Clarke, IBEW 1615
Dave Reeves, NF Hydro
Gerard O'Reilly, IBEW 1620
John Evans, NF Power

1. The meeting commenced at 9:00 a.m.
2. The draft Minutes from meeting #6 were reviewed and accepted as written.
3. A review was made of all monthly reports of the working committee with the following points of interest:
 - Working Committee #1 (Sharing of Specialized Equipment). A question will be asked regarding the schedule for their work.
 - Working Committee #5 (Storage Space). A number of questions arose from the final report of this Committee. These were:
 - ▶ There is no mention about storage of computer tapes. Was this addressed by the Committee?

- ▶ NLH is exploring extending its yard in Whitbourne. The Committee should be asked to see if this is an area of co-ordination.
 - ▶ A question was asked about the storage of blasting supplies and whether this could be co-ordinated between the two utilities.
- Working Committee #6 (Emergency Spill Response). The Working Committee will be asked if they can maintain the schedule as set in their mandate.
- Working Committee #10 (VHF Mobile Radio System). The Newfoundland Power member will be retiring and a replacement will have to be found for this Committee.
- Working Committee # 11 (Inventories and Common Spares).
 - ▶ The Committee will be asked as to whether they can maintain the schedule as set in their mandate.
 - ▶ A question will be asked the Committee as to whether there are opportunities relating to WHMIS which would have benefits if co-ordinated.
- Working Committee #13-4 (Line Maintenance Construction).
 - ▶ The report of this Committee will be changed from the original schedule and a new date is the end of July.

4. It should be noted that during the review as noted in Item No. 3 above, the final reports of Working Group #4 (Printing Services) and Working Group #5 (Storage Space) were reviewed in detail. Some suggestions on the final reports were given as noted.
5. A short discussion on the Steering Committee's evaluation model highlighted that this model is required to be completed within the next month. It is hoped that a first draft of this model will be available for the next meeting of the Steering Committee. Representatives from both NLH and NP are currently meeting today (Friday, June 27th) to commence this activity. Once this model is finished, the reports that have been finished to date can be evaluated by the Steering Committee. Of the four reports that have been completed, Working Group # 2 (PCB Facilities), Working Group # 4 (Printing Services), Working Group # 5 (Storage Space) and Working Group # 14 (Meter Shop), only the Meter Shop report will require the evaluation by the Steering Committee evaluation model.
6. The next meeting is scheduled for August 11th and it was decided that the Steering Committee would visit Central Newfoundland during that day (fly to Gander in the early morning and return in the evening). During this visit the NLH Bishops Falls facilities will be visited as well as the NP facilities at Grand Falls and Gander.

Following discussion of future meetings it was decided that the Steering Committee would meet on the second Thursday of the second week of each month. This means that the September meeting will be held on September 11th. This new schedule will remain in place for the remainder of this year.

DWR/dp
July 2, 1997

MINUTES OF MEETING No. 8
NLH/NP CO-ORDINATION STEERING COMMITTEE
AUGUST 11TH, 1997

Location: Bishops Falls NLH Facility

Attendees: Gerard O'Reilly, IBEW 1620
John Evans, NF Power
Bob Clarke, IBEW 1616/5
Dave Reeves, NF Hydro

Prior to the meeting a visit was made to the NP facilities in Grand Falls, namely the maintenance depot on the Trans Canada Highway and the office building on Cromer Avenue. All committee members then went to the NLH Bishops Falls facilities for the meeting.

1. The meeting commenced at 10:30 a.m.
2. The draft minutes for meeting #7 were reviewed and accepted as written.
3. A review was made of all monthly reports of the working committee with the following points of interest:
 - Working Committee #2 (PCB Facilities) The latest version of the report dated July 14, 1997, will be circulated by John Evans.

collected to date. This draft report should be available for the next committee meeting.

- Working Committee #8 (Distribution Maintenance) After some discussion it was decided that this committee will be asked to include in their report: information on the cost comparison on either utility conducting the maintenance; the differences (if any) in maintenance standards; and differences (if any) in customer response.
- Working Committee #9 (Switching) Bob Clarke informed the committee that IBEW 1615 have concerns with the training required for qualified Switching. Some of these are noted in the report however to ensure that the committee is fully aware of these concerns, a separate letter will be written to the Steering Committee before its next meeting.
- Working Committee #10 (VHF Mobile Radio System) A new member has been appointed by NP, as the previous member has retired. The new member is George Durnford. After a short discussion it was decided that the committee should be looking at areas where co-ordination could take place on the existing systems as well as looking at larger scale co-ordination (basically new system)
- Working Committee #11 (Inventory and Common Spares) This committee may require a extension because they are presently unable to deal with their full mandate. They are awaiting information from other committees work (Engineering Review). The Steering Committee accepted a delayed report however D. Reeves will request the committee to bring forward a partial report on the work that they have done to date.

Overall the visit to Central NF by the NLH/NP Steering Committee was very beneficial. Touring the facilities of both utilities in this region will be useful information as the Steering Committee performs the future evaluation of the Working Committee Reports.

DWR/sc

August 14, 1997

**MINUTES
NP/NLH STEERING COMMITTEE
MEETING SEPTEMBER 19th & SEPTEMBER 26th**

meeting #9

In attendance:

Robert Clarke
John Evans
Gerard O'Reilly
Dave Reeves

The meeting took place at Newfoundland Power building, Kenmount Road in the Killam Room.

1. Minutes of previous meeting approved with minor corrections on September 19th and distributed on September 26th.
2. Lisa Hutchens and John Roberts attended beginning of meeting on September 19th and reviewed financial analysis with Steering Committee. The Steering Committee appreciated their input.
 - (a) Maybe some inappropriate assumptions used in Meter Shop study as well as too much detail, however, not expected to impact findings.
 - (b) Mail Lisa/John memo to appropriate committees (7, 8, 12 and 14) and indicate that Lisa/John prepared to talk/work with them. (Done for 7, 8 by John). Questions for Lisa/John could be routed through Dave/John.
 - (c) These notes are meant as guidelines and are not meant to limit consideration of any and all opportunities.

3. SHARING OF SPECIALIZED EQUIPMENT:

- Developing lists a problem. In light of this, lists should be developed for major equipment only and relationships established at local level which would foster co-operation; i.e. minimize formality.
- Otherwise, accepted.

4. PCB FACILITIES:

- John is to forward a copy of July report from sub-committee to Dave Reeves. (Done).
- Typo page 3 to be corrected.
- OK - accepted.

5. *1-800:*

- Work on this topic is continuing.
- Looking at further co-operation.
- Currently same 1-800 number for trouble/outages.
- General Inquiries - Different 1-800 numbers.
- Energy Efficiency - Different 1-800 numbers.
- Why the need for different numbers?

6. *PRINTING SERVICES:*

- Report not revised as per request at last meeting. (John has pursued with Lynn and they had revised report but somehow get misplaced in distribution. Will distribute revised report).
- Steering Committee okay with revised (as requested) report, i.e. same overhead charge rates as associated NP companies.
- Verbal contact to determine if NP can do and then proceed in appropriate manner.

7. *STORAGE SPACE:*

- Questions regarding Whitbourne's yard's space sharing and storage of computer tapes need a response after which report can be finalized and accepted. *ACTION: Dave.*

8. *EMERGENCY SPILL RESPONSE:*

- The Emergency Spill Response Report is in reasonable form. What is still required is a list of spill response material and contacts and a procedure for borrowing material. (The NP list of material and contacts has since been distributed. John will follow up regarding the NLH list and procedure. *ACTION: John.*

9. *PROTECTIVE EQUIPMENT TEST FACILITIES:*

- Recommendation 1 - Does this not exist? NLH have position in Safety Handbook.
- Recommendation 2 - Motherhood, one would expect this to be done.
- Recommendation 3 -
 - a) How many sticks does NP have?
 - b) Do we want to test hotsticks? Why?
 - c) Can NLH do testing for NP?
 - d) Typos.
- Recommendation 4 -
 - a) Provide date in table format.
 - b) Does NP have Class II gloves which are not being used and could be provided to NLH?
 - c) What/who "is the Company?" (Line pg. 11).

d) Change "also consider reducing" to "reduce" on line 4, pg. 11.

■ Recommendation 5 - a) Can NLH test NP cover-up?

b) Why should NP proceed with acquisition of test equipment?

■ Recommendation 6 - a) NP does not use bucket/boom as primary source of protection.

b) Rigid cover-up.

■ Word in positive.

c) Does NP only test buckets/booms prior to commencing work on 25 kV?

d) Protective grounds.

■ Word in positive.

Section 7 - Base should be status quo and all options compare with it.

Section 7.5 - Contracting out of the companies - not necessarily the province.
- Can NLH test Class III gloves? *ACTION: John.*

10. SWITCHING:

■ A letter on this subject was received from P. O'Grady indicating that 1615 has real concerns. Jargon needs standardization, however, John does not believe that this is a safety issue. The largest benefit here is improved customer service.

11. COMMON STANDARDS:

■ John to circulate the August 31st report on "Substations" to Bob and Gerard. Also, John to circulate August 21st "Work Methods Report". *DONE.*

(Philip Hughes, NP CEO, joined the group for a few minutes over lunch for general discussion and to give Bob an opportunity to meet him).

RECONVENED SEPTEMBER 26th.

12. COMMUNICATIONS:

- Bob Pike of NP joined the group for a general discussion on communications and it was agreed that we would not initiate a communication at this time but reconsider at end of next meeting. If we considered a communication appropriate at that time, he would organize with Don Barrett. **ACTION: Steering Committee.**

13. NEXT MEETING:

- It was agreed that the next meeting would be held at NLH building in Stephenville on October 8th. **ACTION: Dave.**

14. INVENTORY & COMMON SPARES:

- The draft engineering reports are to be provided to the committee.
- Accept recommendation to review benefits for each salvage operation.
- No benefit in combining stores unless combining operations (i.e. both companies working from same site even though separate entities). It appears neither building large enough to do this. **ACTION: Dave.**

15. COMMON STANDARDS:

■ DISTRIBUTION

- Very good report on distribution.
- John to check with Gary to determine amount of lineperson input.
- John to check with Gary Smith on reason for not establishing common standards for items 1, 2, & 3 - Common standard not established.
- Is there more than insulation in difference of 25 kV vs. 12.5 kV construction on NP. *(John to check).*
- Could we both use the dual voltage transformers from common pool in emergency if standard color band. (NP - yellow) used to identify fact that transformer dual voltage?
- Need further information on use of inhibiting compound.
- What is required to complete the further work on technical criteria?

■ TRANSMISSION

- Why are NP poles more expensive?

- Are customers better served because the two companies use a different design criteria?

■ **SUBSTATIONS**

- Does the committee have any comments on whether NP's method of standard designs is better/worse than NLH's method of design criteria?
- What is the most effective way to share ground grid design ability?
- Could NP provide standards for ground grids to NLH?
- Would standard engineering designs facilitate switching and the movement of personnel during emergencies?
- We should seek out opportunities (Section 7.0) to find and eliminate overlaps and provide savings.
- Can we share software? (One person use at a time?)
- Section "8":
 - Could NP and NLH do work for each other?
 - Have we always taken approach which provides best value to consumer?
 - Can we be more aggressive on behalf of consumer? (Not just S/S).

■ **WORK METHODS**

- This is a good start in this area.

ACTION: John

16. **TECHNICAL TRAINING**

- A very good review which is accepted by Steering Committee.

17. It was anticipated that the Distribution Sub Committee would have a draft report prior to the next Steering Committee meeting. John to follow up. **ACTION: John.**

MINUTES OF MEETING NO. 10

NLH/NP CO-ORDINATION STEERING COMMITTEE

OCTOBER 8, 1997

Location: Stephenville NLH Facility

Attendees: Bob Clark, IBEW 1615
John Evans, NF Power
Gerard O'Reilly, IBEW 1620
Dave Reeves, NF Hydro

1. Minutes of previous meeting were approved with minor corrections.
2. A review was made of all working committee reports so that all action items are noted. These are as follows:
 - Committee No. 1 (Sharing of Specialized Equipment) - 3 suggestions of the Steering Committee comments from the last minutes are to be passed on to the Committee.
Action: Dave
 - Committee No. 2 (PCB Facility) - This report has been accepted by the Steering Committee however, Dave is to check with Frank Ricketts regarding any comments he may have on the final version.
Action: Dave
 - Committee No. 3 (Customer Inquiries 1-800 Number) - Dave will advise Steering Committee of Hydro's decision in the near future. The only remaining comment of the Steering Committee relates to the fact that NF Power and Hydro will have different 1-800 Numbers for customer inquiries and energy efficiency inquiries. This will require further discussion at a future date.
Action: Dave
 - Committee No. 4 (Printing Services) - Steering Committee confirmed that the report from the Working Committee is in final form.

- Committee No. 5 (Storage Space) - Awaiting response from the questions raised by the Steering Committee. Dave will check on progress on these questions.

Action: Dave

- Committee No. 6 (Emergency Spill Response) - Two items still remain outstanding, list of spill response material from Hydro and recommended procedure for co-ordination activities. John will check on these questions.

Action: John

- Committee No. 7 (Protective Equipment Test Facilities) - Several items as highlighted in the minutes of the last meeting remain outstanding, John will check on these items.

Action: John

- Committee No. 8 (Distribution Maintenance) - A draft report was circulated to the Committee, some discussion took place on the draft report, however it was realized that all members of the Working Committee has not had an opportunity to give comments on the report and it was realized that the report still required some work before being finalized.

Action: John

- Committee No. 9 (Switching) - Dave is in the process of responding to the letter from Pat O'Grady. Due to the concerns raised by the letter additional work will most likely be required by this Committee.

Action: Dave

- Committee No. 10 (VHF Mobile Radio System) - This Committee has been delayed somewhat due to a change in one of the members however, the Committee still anticipates that a draft report will be finished before the end of October.

Action: Dave

- Committee No. 11 (Inventories and Common Spares) - Dave is to forward to this Committee a draft copy of the Engineering Standards Working Committee's draft report. The outstanding work of this Committee will then commence.

Action: Dave

- Committee No. 12 (138kV Transmission Line Maintenance for Central) - A draft report has not been submitted to the Steering Committee however, this should be done shortly. Dave to follow-up on this.

Action: Dave

- Committee No. -13-1 (Common Equivalent and Engineering Standards) Several suggestions and questions were raised by the Steering Committee at its last meeting. These will be passed on to the Committee for consideration.

Action: John.

- Committee No. 13-2 (69kV and 138kV Transmission) There were two questions highlighted in the minutes of the last meeting and these will be passed on by John.

Action: John.

- Committee No. 13-3 (Substation Design Standards and Practices) - Several suggestions and questions were raised at the last meeting and John will pass these on to the Committee.

Action: John

- Committee No. 13-4 (Line Maintenance Construction) - The Steering Committee has received a draft copy of the report which it has not reviewed yet. The detailed review of this will be done at our next meeting.

Action: Steering Committee

- Committee No. 14 (Meter Shop) - The final report has been received from the Working Committee.

- Committee No. 15 (Technical Training) - There were a number of questions raised at the last meeting which Dave will pass on to the Committee.

Action: Dave

3. Dave submitted a draft outline of the Steering Committee's final report. After discussions it was agreed that the outline seems fine, however, it may have to be modified as the report is developed. To share the workload of the preparation of this report, it was agreed that Section 1 (Introduction) would be drafted by John, Section 2 (Areas of Review) would be drafted by Dave and Sections 3 & 4 (discussion of findings and opportunities for joint co-ordination) would be shared by all members of the Steering Committee. Section 3 & 4 will be split between both companies as per our previously agreed method. The split between John/Gerard and Bob/Dave will be agreed to by both groups and reported back at the next steering committee meeting. It was agreed that all would work towards having some materials prepared for our next meeting (November).
4. The next meeting will take place on November 6th at 1 P.M. at Newfoundland Power on Kenmount Road.

DRAFT

5. A discussion of a further employee announcement was discussed and it was decided that there is not a lot of new information available since the last updating. This will be again reviewed at our next meeting.

The meeting then adjourned. A tour was conducted of the Hydro Office/Workshop areas and the NF Power/Workshop areas. The tour concluded with a visit to Hydro's Gas-Turbine Facilities. The overview of both companies facilities in Stephenville was very beneficial and our thanks were conveyed to the people at both facilities for the excellent review that was given to the Steering Committee.

DWR/LB
Oct. 10/97

**NP/NLH STEERING COMMITTEE
MINUTES
MEETING NO. 11
NOVEMBER 3rd
55 KENMOUNT ROAD**

IN ATTENDANCE:

John Evans, NP
Gerard O'Reilly, NP
Dave Reeves, NLH

I. MINUTES OF PREVIOUS MEETING:

Accepted.

2. REPORTS:

(a) Sharing of Specialized Equipment:

Dave passed queries on to committee and has not received response from them. He will follow-up.

(b) PCB Report:

Accepted.

(c) 1-800:

Committee report *accepted*. Business calls need to be separate while operations calls can use the same number.

(d) Printing Services:

Accepted.

(e) Storage Space:

John to check with Earl re pole storage in Whitbourne. He is also to check with Lynn on tape storage at Topsail Road.

*Post Meeting Note: Space is available at Topsail Road for tape storage.
Lynn Mowbray is checking availability of Whitbourne pole storage yard.*

(f) Emergency Spill Response:

NLH developing list of spill response materials and contacts for inclusion in report. This should be available shortly to complete the report. John to have Bernie follow up.

(g) Protective Equipment Test Facilities:

Some questions still need to be answered before this report is complete.
Both John and Dave will go to the committee for feedback.

(h) Distribution Maintenance:

Verbon received draft of report back from Lloyd Fudge. He will now redraft the report and incorporate the comments made and review once again with entire committee. Hopefully, he will have ready for the Steering Committee by November 20th.

(i) Switching:

2 Dave Fever to schedule a meeting of Committee soon. Dave Reeves to follow up.

Post Meeting Note: Eugene Doyle to replace Tony DaSilva on committee because of changes in responsibilities.

(j) VHF:

Draft report received and *accepted*.

(k) Inventory and Common Spares:

Dave to follow up re timing of their report.

(l) 138 kV Transmission Line Maintenance:

Draft report not yet circulated. Dave to follow up re schedule.

(m) Common Standards:**13.1 Distribution:**

John to follow up with Gary and circulate copy of report.

13.2 Transmission:

John to follow up on questions with George.

13.3 Substations:

John to follow up on questions with Lorne.

13.4 Work Methods:

There is follow-up needed with the schedules. A few typos to be corrected. Recommendations are okay and accepted.

(n) Meter Shop:

Final report received.

(o) Technical Training Team:

Dave to follow up with committee with regards to questions.

There being no further business, the meeting adjourned. The next meeting is scheduled for Wednesday, December 3rd.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN**

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 12

HELD DECEMBER 11, 1997 AT HYDRO PLACE, ST. JOHN'S

Attendees John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro
 Bob Clarke, IBEW 1615 (unavoidably absent)

1. Minutes of previous meetings were approved.
2. From a review of the last Minutes and recently submitted changes to the Working Committee Reports, the following is a list of outstanding items associated with the Working Committees.

Committee #1 (Sharing of Specialized Equipment)

Three suggestions of the Steering Committee comments have been forwarded to the Working Committee and responses have not yet been received.

Action Dave

Committee #2 (PCB Facilities)

The Steering Committee confirmed that the report from the Working Committee is in final form.

Committee #3 (Customer Enquiries 1-880Number)

The Steering Committee confirmed that the report from the Working Committee is in final form.

Committee #4 (Printing Services)

The Steering Committee confirmed that the report from the Working Committee is in final form.

Committee #5 (Storage Space)

Awaiting response from two questions raised by the Steering Committee relating to (1) storage of NLH tapes at NP's facility on Topsail Road, and (2) use by NLH of NP's pole storage yard in Whitbourne.

Action John

Committee #6 (Emergency Spill Response)

This report has been finalized, however there is one appendix which is required highlighting NLH's spill material and contact names.

Action Dave

Committee #7 (Protective Equipment Test Facilities)

The Working Committee's Report needs to be modified to reflect the responses given to the Steering Committee's questions. In particular, section 7 of their report should be rewritten to reflect their current thinking.

Action John

Committee #8 (Distribution Maintenance)

A draft report has been circulated to the Working Committee members and is currently being reviewed. The Working Committee is planning to submit a draft report to the Steering Committee early in 1998.

Action John

Committee #9 (Switching)

Dave has responded to a letter from Pat O'Grady and has requested that the Working Committee review their report to ensure that all opinions are properly detailed in their report.

Action Dave

Committee #10 (VHF Mobile Radio System)

The Steering Committee confirmed that the report from the Working Committee is in final form.

Committee #11 (Inventories and Common Spares)

Dave has forwarded to the Working Committee a draft copy of the Engineering Standards Working Committee's report. This Working Committee is now evaluating these reports for the purpose of developing recommendations.

Action Dave

Committee #12 (138 kV Transmission Line Maintenance for Central)

A draft report is being finalized by the Working Committee, however this has not been circulated to the Steering Committee. It is anticipated that this report will come to the Steering Committee in early 1998.

Action Dave

Committee #13-1 (Common Equipment and Engineering Standards)

A new draft dated December 1997 has been received and will be discussed at the next Steering Committee meeting.

Action Steering Committee

Committee #13-2 (69 kV and 138 kV Transmission)

There are still two outstanding questions which have been given to the Working Committee and a response has not yet been received.

Action John

Committee #13-3 (Substation Design Standards and Practices)

A new draft dated November 7, 1997 has been received from the Working Committee. This should be reviewed at the next Steering Committee meeting.

Action Steering Committee

Committee #13-4 (Line Maintenance Construction)

A new draft has been received from the Working Committee dated November 20, 1997. This report should be reviewed at the next meeting of the Steering Committee.

Action Steering Committee

Committee #14 (Meter Shop)

The Steering Committee confirmed that the report from the Working Committee is in final form.

Committee #15 (Technical Training)

There were a number of questions raised by the Steering Committee which have now been addressed by the Working Committee. The Working Committee will be asked to implement the additional information into their original report.

Action Dave

3. Completed draft sections of the Steering Committee's report were circulated. A request was made to all Steering Committee members that all comments/suggestions should be given directly to the author so a new draft can be issued before our next meeting.

A discussion will take place between John and Dave and a decision made as to who will be compiling (typing) the Steering Committee's report.

Editing of the Steering Committee's report as it becomes final was discussed. It was thought that one or several independent persons would be asked to review the report for style and composition. This will be necessary since there are four authors with different writing styles.

4. A short discussion took place on the need for an additional employee announcement. It was felt that there is currently no new information to pass on in the form of a general announcement, however it was felt that something would be necessary after our next meeting in January.

5. The next meeting is scheduled to be held on January 8, 1998 under the Chair of John Evans. The location of this meeting will be confirmed by John at a later date.

The meeting then adjourned.

DWReeves/dp
December 17, 1997

MINUTES OF MEETING # 13

NLH/NP CO-ORDINATION STEERING COMMITTEE

JANUARY 8, 1998

Location: Newfoundland Power, 55 Kenmount Road, Killam Road

Attendees: Bob Clarke, IBEW 1615
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland and Labrador Hydro
John Evans, Newfoundland Power

1. Minutes of Meeting # 12 were reviewed and accepted.

2. **Committee Reports**

2.1 Specialized Equipment

The three points raised by the Steering Committee were:

- a. To encourage loaning;
- b. To attempt to quantify savings; and,
- c. To concentrate on the larger items of the report.

The sub-group agreed with [a] and [c] but were finding it difficult to quantify savings in a simple manner. They plan their next meeting for mid-January and will be back to the Steering Committee with their final report before the end of January.

2.2 PCB Facilities

The report has been finalized.

2.3 Customer Inquiries (1-800 Number)

The report has been finalized.

2.4 Printing Services

The report has been finalized.

2.5 Storage Space

Newfoundland Power can make space available at Topsail Road for tape storage and also pole storage for an emergency stock of poles at Whitbourne. Dave will advise the sub-group of this.

2.6 Emergency Spill Response

The sub-group should have the Appendix of NLH material before the end of January.

2.7 Protective Equipment Test Facilities

Copies of the final report were distributed at the Steering Committee meeting and will be reviewed prior to the next meeting and discussed, if required.

2.8 Distribution Maintenance

Lloyd to get back to Verbon this week with a view of having a meeting the week of January 12th. The Steering Committee anticipates having a final report by the end of January.

2.9 Switching

The sub-group plan a meeting during the week of January 12th to review correspondence between Dave and Pat O'Grady and to determine what changes/additions if any need to be made to their report.

2.10 VHF Mobile Radio System

The report has been finalized.

2.11 Inventories and Common Spares

Dave has provided the sub-group with copies of the four engineering standards group reports. The sub-group plans to meet during the week of January 12th and will attempt to finalize their report by January 31.

2.12 138 kV Transmission Line Maintenance for Central

The sub-group are presently working on a draft report. They have a meeting scheduled for the week of January 12th to review the report, edit with a view to provide it to the Steering Committee before the end of January.

2.13 Common Equipment and Engineering Standards

a. Distribution Standards

- Clarify Section 6 regarding 4/0 ASC and 4/0 AASC
- The recommendations are not obvious. (This may be because the committee has actually carried out required activities rather than just recommending them.)

b. Transmission

- i. Recommendations not easily seen.
- ii. The pole cost differences are said to be because of volumes purchased. This needs investigation.
- iii. Customer would probably be better served with one particular design if both organizations were currently involved in construction.

c. Substations

The report has been finalized.

d. Work Methods

The report has been finalized.

2.14 Meter Shop

The report has been finalized.

2.15 Technical Training

Some examples of various training opportunities were included in an email to Dave and will be incorporated into the final sub-group report prior to the end of January.

3. Final Steering Committee Review

It was agreed that Angela Doyle would co-ordinate the production and editing of the Steering Committee Report.

It was noted that both Newfoundland Power and Newfoundland and Labrador Hydro need to agree on a consistent methodology for counting employees.

Section 4 of the report should include the Steering Committee's discussion of the various issues and may very well not be unanimous. However, the various view points should be brought forward. For the next meeting, we should prepare discussion documents/points on four or five of the sub-group activities. The assignments are as follows:

John	-	# 2 and 6
Gerard	-	7
Dave	-	3
Bob	-	15

It was agreed to have drafts of the discussion circulated by January 20th.

4. Next Meeting

The next meeting will be held at Hydro Place at 9 a.m. on January 23rd.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN**

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 14

HELD FEBRUARY 3, 1997 AT HYDRO PLACE, ST. JOHN'S

Attendees John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro
 Bob Clarke, IBEW 1615

1. Minutes of the 13th meeting were reviewed and accepted.

2. **COMMITTEE REPORTS**

- 2.1 **Specialized Equipment**

The three points raised by the Steering Committee were

- (a) to encourage loaning
 - (b) to attempt to quantify savings
 - (c) to concentrate on larger items of report

The sub group has agreed with (a) and (c) , but were finding it difficult to quantify savings in a similar manner. The final report was to be completed by the end of January and Dave will check on the progress of this report and circulate it when he has received it.

- 2.2 **PCB Facilities**

The report has been finalized.

- 2.3 **Customer Enquires (1-800#)**

The report has been finalized.

John was going to have a Newfoundland Power representative phone NLH's Al Ballard to assist in the finalization of NLH going with AT & T for its 1-800# service.

2.4 Printing Services

The report has been finalized.

2.5 Storage Space

Newfoundland Power can make space available at Topsail Road for tape storage and also pole storage for an emergency stock of poles at Whitbourne. Dave has initiated the reviewing of this information and will report back at a later date.

2.6 Emergency Spill Response

The report is finished, however the appendix of NLH's material has not been circulated. John will check on this and circulate to members of the Steering Committee.

2.7 Protective Equipment Test Facilities

Copies of the final report are with the Steering Committee and are to be reviewed later in this meeting.

2.8 Distribution Maintenance

The working group are dealing with draft #2 of the report and some difficulties have been encountered in holding meetings. It is anticipated that a meeting will be held by the working group in the near future.

John will go back to the working group and ask what their current schedule is and when the Steering Committee can expect a final report.

2.9 Switching

The working group has met during the past month and has revised its report. A copy of this report will be reviewed later in this meeting.

2.10 VHF Mobile Radio System

The report has been finalized.

2.11 Inventories and Common Spares

This working group has been given the four engineering standards reports. A final draft of the report has been distributed to the working group and a meeting is scheduled for February 9th. It is anticipated that following this meeting the final report will be circulated to the Steering Committee.

2.12 138 kV Transmission Line Maintenance for Central

The working group is working on a draft report and meetings are scheduled to discuss this report.

Dave will go back to the working group and ask what their current schedule is and when the Steering Committee can expect a final report.

2.13 Common Equipment and Engineering Standards

(a)&(b) There were a number of questions on distribution standards and transmission standards. Following discussion it was determined that John would go back for further clarification on these two reports.

(c) Sub-stations - this report has been finalized.

(d) Work methods - this report has been finalized.

2.14 Meter Shop

This report has been finalized.

2.15 Technical Training

Dave has a final report which will be reviewed later in the meeting.

3. WORKING GROUP REPORTS FOR REVIEW

#7 - Protective Equipment Test Facilities

The latest draft December 5, 1997 was reviewed. The following questions were addressed by the Steering Committee and John will get back to the working group for responses.

- In the Executive Summary it states: "The Committee was unanimous in its recommendation that in the short term there would not be a substantial cost benefit to close one of the facilities". What is actually meant by "not to be substantial"?
- Is shipping outside the Province the only option of having testing done by outside parties?
- Can some duplication of rubber glove testing be eliminated?
- Page 15 - section 7.4 Will Newfoundland Power have a net savings if it were to buy the new equipment and reduce testing cycles for rubber gloves?

#9 - Switching

The main difference from the previous working group report was that the section on IBEW 1615 concerns have been reworded and one additional recommendation has been made. The Steering Committee reviewed this report and now consider this report to be final.

#15 Technical Training

A revised report was distributed to the Steering Committee. At the request of the Steering Committee the working group has included cost information regarding training courses. The working group also included one further recommendation associated with a definitive time period when both utilities would review the benefits of joint training initiatives.

4. FINAL STEERING COMMITTEE REPORT

The first draft of the consolidated report was circulated prior to the meeting. In general, it was decided that each Committee member would review sections 1, 2, and 3 and send any comments to Angela Doyle by February 9th who would incorporate into a new draft. The new draft would hopefully show deletions and additions from the previous draft. This would make the reviewing process much easier. John will review with Angela. The Steering Committee agreed that the working group reports should be compiled for easy future reference. John and Dave will make available to Angela a clean copy of the working group reports.

The Committee reviewed the four draft summations for section 4, namely

Working Committee 2

Working Committee 3

Working Committee 6

Working Committee 7

Working Committee 15

Each Steering Committee member is to review these drafts and forward any comments back to Angela by February 16th.

In addition the Steering Committee members are to draft section 4 summaries for all other working groups for which reports are finalized. These summaries should also be sent to Angela by February 16th.

5. The next meeting is scheduled for the a.m. of February 23, 1998 and will be chaired by John. He will send out a notice regarding the meeting time and location.

D.W. Reeves/dp
April 15, 1998

MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING

BETWEEN

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 15

HELD FEBRUARY 23, 1998 AT IBEW LOCAL 1620 OFFICE

In Attendance:

Bob Clarke
Gerard O'Reilly

Dave Reeves
John Evans

The minutes of the February 3rd meeting were read and adopted.

Working Group # 5 - Storage Space

Dave Reeves reports that presently all Nfld. and Labrador Hydro tapes are stored at an outside location, but Hydro is interested in the space Nfld. Power has available for the storage of tapes. Nfld. and Labrador Hydro has viewed Nfld. Power's sites at Topsail Road for tape storage. However a final decision has not been made.

Nfld. and Labrador Hydro is also seriously interested in utilizing the storage space for poles provided at Nfld. Power's warehouse facilities at Whitbourne. Will report at next meeting.

Working Group # 7 - Protective Equipment Test Facilities

John will contact Nfld. Power's representative to have questions answered regarding Protective Equipment Report.

Working Group # 8 - Distribution Maintenance

The Distribution Maintenance Committee is presently working on changes to the second draft of the Distribution Maintenance Report.

Working Group # 12 - 138 KV Transmission Line Maintenance

138 KV Transmission Line Working Group is meeting the week of February 21". Dave Reeves will contact Lloyd Fudge to ensure having the report by next meeting.

Working Group # 1 - Specialized Equipment

The final draft report on Specialized Equipment was examined. John will get a list of Specialized Equipment from Nfld. Power and will have items added to the appendices of the Report.

Also, there were some questions that needed to be brought back to the Working Group for their comments. (Database for small tools).

COMMITTEE REPORTS

The Steering Committee reviewed all drafts of Section # 4 of the Final Report that were available.

Changes are to be made to Steering Committee's Printing Services Report outlining the percentage of total time that Hydro will have access to Printing Facilities at Nfld. Power. The Report will also need to quantify savings.

(5) Storage Space

Dave will generate another paragraph outlining the Steering Committee's recommendations. This will be a draft and up for discussion at the next meeting.

(6) Emergency Spill Response

Some typo's and "Is there a dollar benefit that can be quantified".

(7) Protective Equipment Test Facilities

Draft Report needs to be in format of other reports. Also, some further discussion is required to finalize Steering Group's position on recommendations. (Gerard)

(9) Switching

There may not be a consensus from the Steering Committee on this Report.

(13). Reviewed Report; Some typos and questions on low temperature hardware.

Final Reports for # 8 - Distribution Maintenance and # 12 - 138 KV Transmission Line Maintenance for Central were not yet submitted. These Reports will be requested by March 6th.

The next meeting is scheduled for March 12th at 9:00 a.m. Location to be announced.

Gerard O'Reilly
February 26, 1998

MINUTES

A meeting was held on March 12th, 1998. Those in attendance were:

John Evans
Dave Reeves
Gerard O'Reilly
Bob Clarke

Minutes of the February 23rd, 1998 meeting were read and accepted. From those minutes:

John Evans to get a contact list re: Sharing of Specialized Equipment.
He advised that the Distribution Committee report will take another couple of days.
Regarding the 1-800 number, Jerry Walsh has a meeting set for March 28th, 1998.

Dave Reeves on the 138Kv Transmission Report. This Draft is complete. The Working committee is to get together within the next couple of weeks. Dave commented on cold temperature hardware explaining level 1 and level 2. Dave Reeves to follow-up on Pole storage in Whitbourne.

FINAL REPORT REVIEWED - SECTION 1 - 3

Section 1 - Comments made included:

1. Page 2 - How to deal with # of employees.
Instead of the Connaigre Peninsula terms -
"South Coast of Newfoundland" should be used.
2. Page 3 - wording:
"Sixteen" to be changed to "Fourteen".
Also, change last paragraph to articulate same.

FINAL REPORT - SECTION 2

1. Page 4 - 1st. paragraph - put in:
Enhance Customer Service

FINAL REPORT - SECTION 3

Reviewed.

Committee # 1 (Sharing of Specialized Equipment)
Appendices to be completed.
Action: Dave

Committee # 2 (PCB Facilities)
Complete.

Committee # 3 (Customer Enquiries - 1800- number)
Complete.

Committee # 4 - (Printing Services)
Minor wording changes to be made.
Action: Gerard

Committee # 5 - (Storage Space)
Complete. However, Whitbourne Pole Storage to be checked on.
Action: Dave

Committee # 6 - (Emergency Spill Response)
Complete.

Committee # 7 - (Protective Equipment Test Facilities)

**Wording change: Page 14 - change last paragraph to be same as wording on Page 41.
Recommendation # 6 to be reviewed with working committee.
Action: John**

Committee # 8 - Distribution Maintenance
■ **Waiting Final report**
■ **To check with working committee on Status.**
Action: John

Committee # 9 - Switching
To be upgraded to reflect changes.
Action: Dave

Committee # 10 - VHF Mobile Radio System
Okay, but two recommendations to be added.
Action: Dave

Committee # 11 - Inventories and common Spares
Complete.

Committee # 12 - 138Kv Transmission Line Maintenance for Central
Waiting for Final Report.

Committee # 13 - common Equipment & Engineering Standards
Complete.

Committee # 14 - Meter Shop
Complete.

Committee # 15 - Technical Training
Complete.

FINAL REPORT - SECTION 4

1 - Sharing of Specialized Equipment
Report to be submitted.
Action: Bob

2 - PCB Facilities
Costs Savings to be included.
Action: John

3 - Customer Enquiries 1-800
Cost Savings to be included.
Action: Dave

4 - Printing Services

To be revised.

Action: Gerard

5 - Storage Space

Complete. However, Whitbourne Pole Storage to be checked on.

Action: Dave

6 - Emergency Spill Response

Complete.

7 - Protective Equipment Test Facilities

Complete.

8 - Distribution Maintenance

Waiting Final Report.

9 - Switching

Recommendations to be added.

Action: Dave

I.B.E.W. Local 1615 to issue dissenting report.

Action: Bob

10 - VHF Mobile Radio System

To be rewritten with two recommendations to be added.

Action: Dave

11 - Inventories & Common Spares

To be rewritten.

Action: Bob

Cost Savings to be included.

Action: Dave

12 - 138 Kv Transmission Line Maintenance For Central

Waiting Final Report.

13 - Common Equipment & Engineering Standards

Wording changes to be made.

Action: John

14 - Meter Shop

To be upgraded to reflect current staffing levels.

15 - Technical Training

Complete.

Next meeting set for April 9th, 1998.

MINUTES
NP/NLH CO-ORDINATION STEERING COMMITTEE MEETING
APRIL 27th
HELD AT NEWFOUNDLAND POWER
MEETING #17

In attendance: Dave Reeves, NLH
Bob Clarke, IBEW Local 1615
John Evans, NP
Gerard O'Reilly, IBEW Local 1620

MINUTES

The final minutes of the meeting of February 3rd (Meeting #14) were distributed by Dave Reeves.

The minutes of the last meeting held on March 12th (Meeting #16) were reviewed and accepted.

FINAL REPORT

INTRODUCTION:

- ✓ • Page 2 - Dave to add sentence re numbers of NLH employees.
- ✓ • Page 6 - Minor edits on page 6; add the word "structure" and delete the words "Refer to".
- Change headings - Section 1 - Introduction. Either underline, center or other method to make stand out.

SUMMARY OF FINDINGS

Sharing of Specialized Equipment (Page7)

- Not the same for each Company. Special equipment ONLY.
- NP list needs revision.
- NP to provide list of contact persons.
- Connaigre Peninsula addition was not hi-lighted. Are there others?

Customer Inquiries

- Page 11 - Dave to add paragraph on cost savings. Note from Al Ballard.

Storage Space

- Page 13 - Dave to get position on Whitbourne pole storage for report.

Protective Equipment Test Facilities

- Page 16 - Typo. Add the revised item 6 from the working group's revised report.

Distribution Maintenance

- Page 18 - Verbon to go back and finalize report. Hopefully a consensus one. If consensus cannot be reached, each member to record in the one report their position and then submit. This may mean that each will be different from the current draft report.

Inventories & Common Spares

- Page 26 - Revision to last paragraph. Should read as follows:
The Working Group felt that, in addition to the above items reviewed, an internal re-engineering of business practices related to the way inventories are managed and handled, offers far greater opportunities for savings.

138 kV Transmission Line Maintenance for Central

- Page 27 - Vince has drafted report and circulated to Working Group. They are experiencing difficulty in arranging meeting.

Common Equipment and Engineering Standards

- Page 28 - Our process is taking so long, the recommendations are no longer realistic; (e.g. 1st quarter '98).

Joint Meter Shop Review

- Page 33 - Have group review report in light of the Newfoundland Power memo.
 - Geoff Emberley to initiate meeting of four persons to conduct review.
 - Clyde Howell
 - Dennis O'Grady
 - Chris Walsh

DISCUSSION OF FINDINGS

Sharing of Specialized Equipment

- Page 38 - Bob will prepare something in advance of the next meeting.

PCB Facilities

- Page 39 - Dave may have more accurate tendering figures.

Customer Enquiries

- Page 40 - Dave will fill in blanks on this page.
- Page 41 - It appears that it is work methods and not services which are

different. Should we revise report?

Printing Services

- Page 42 - Gerard to add minor revisions to his revised page.

Storage Space

- Page 43 - Dave to revise sentence in parenthesis. The last paragraph should not be indented.

Protective Equipment Testing

- Page 45 - Gerard to revise and forward to Angela.

Switching

- Page 50 - Add bullet from page 20 on Joint Switching.
Appendix VII.
Bob to forward draft to Dave for inclusion in report who will then forward to Angela.

Inventories and Common Spares

- Page 53 - Bob will provide in advance of May 7th meeting.

138 kV Transmission Line for Central

- Page 54 - Bob will provide after receipt of report from Working Group.

Common Equipment and Engineering Standards

- Page 55 - John to check on difference of opinion on "low temperature" hardware and revise if necessary.

Meter Shop Operation

- Page 58 - Meter Shop - John to have report reviewed.

Technical Training

- Page 60 - The style is different from other summaries and probably should be recast in a format consistent with the other items.

The entire Steering Committee should consider the various approaches for structuring (format) the conclusions/recommendations for review at May 7th meeting.

The next meeting was scheduled for Thursday, May 7th, 8:30 A.M. at Newfoundland & Labrador Hydro.

There being no further business, the meeting adjourned at 3:30 P.M.

MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING BETWEEN

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING #18

HELD THUSDAY, MAY 7, 1998 AT HYDRO PLACE, ST. JOHN'S

Attendees: John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
Bob Clarke, IBEW1615
David Reeves, Newfoundland and Labrador Hydro

1. Minutes of the 17th meeting were reviewed and accepted.
2. Review of the latest draft of the Steering Committee's Final Report dated 98/05/06.
 - John is to check on the Newfoundland Power Equipment List and Newfoundland Power Contact List for sharing of specialized equipment.
 - Working Group 4, Number 4 - Printing Services. Gerard is making a small change which will be forwarded to Angela.
 - Working Group 5 - Storage Space. Dave will check on the Whitbourne poleyard storage.
 - Working Group 8 - Distribution Maintenance. John will endeavour to have a consolidated draft of the Committee ready for the next meeting.
 - Working Group 9 - Switching. Bob will forward his comments to Dave for inclusion in summary.
 - Working Group 11 - Inventories and Common Spaces. Bob to modify the last paragraph of this section.
 - Working Group 12 - 138kV Transmission Line Maintenance for Central. Dave will endeavour to have a consolidated draft of the Committee ready for the next meeting.

- Working Group 13 - Equipment and Engineering Standard. John will check re low temperature hardware.
- Working Group 14 - Meter Shop Operation . The working group has been asked to review the report as a result of recent changes at Newfoundland Power. John will report back on this review.
- Working Group 15 - Technical Training. Bob will format similar to other sections of the report.

3. Appendices

- Dave to make one change to the list for the working groups.
- The following is a table highlighting the appendices and responsibilities.

Item	Location in Report	Description	Designate
Appendix I	Page 2	Out of Current Service Area	Received
Appendix II	Page 3	Terms of Reference	J.E.
Appendix III	Page 3&6	List of 14 Working Groups	D.R
Appendix IV	Page 8	List of Equipment for Island Wide Sharing for Stations and Lines	D.R
Appendix V	Page 8&50	List of Equipment available for Island Wide Sharing for Generation	D.R
Appendix VI	Page 20	Operating Equipment for Isolation purposes	D.R
Appendix VII	Page 32	List of Contacts re: Work Methods Queries	J.E.

4. Conclusions and Recommendations

After some discussion on the format of the conclusions and recommendation section, it was felt that each member of the the Steering Committee would draft for the next meeting their thoughts on how this Section should be formatted and the content associated with each.

5. Next Meeting will take place on May 26th in the A.M. and it will be chaired by Gerard O'Reilly at their building on LeMarchant Road.

6. There being no other business the meeting was adjourned.

MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING

BETWEEN

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 19

HELD TUESDAY, MAY 26 , 1998 AT

IBEW LOCAL 1620 BOARDROOM

67 LEMARCHANT ROAD

In Attendance:

John Evans	Newfoundland Power
Dave Reeves	Newfoundland & Labrador Hydro
Gerard O'Reilly	IBEW Local 1620

Absent:

Bob Clarke	IBEW Local 1615
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Minutes

The Minutes of the May 17th meeting were read and accepted.

Final Report

A review was made of the latest draft of the Steering Committee's Final Report.

Working Group # 5 - Storage Space

Dave will check on status of Whitbourne poleyard storage.

Working Group #8 - Distribution

John advised that he had been informed that the Working Group was having difficulty reaching a consensus. The draft report was written about what was thought to be a consensus; however, it appeared not to be. Verbon Hewlin provided sketches of NLH's position as well as NP's position and another possible compromise which John distributed at the meeting for the information and comment of the group.

Working Group # 9 - Switching

Bob and Dave met to discuss outstanding matters between both parties. Bob will respond in writing over the issues discussed.

Working Group # 12 - 138 KV Transmission Line Maintenance

The Committee reviewed a Draft from Vince Peddle.

Working Group # 13 - Equipment and Engineering Standard

John will check re low temperature hardware.

Appendix IV and V

Dave will incorporate Appendix IV and V (Working Group # 1 - Sharing of Specialized Equipment) into one table.

Sections 3 and 4

Committee will look to consolidate Sections 3 and 4 of the Report. Each member will take their own respective topics and rewrite into the new format and forward to Angela.

Transmission Line Maintenance & Distribution Maintenance

There was a discussion on the Transmission Line Maintenance Report and the Distribution Maintenance Report.

Next Meeting

The next meeting will be chaired by Bob Clarke at a date to be announced.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN**

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 20

HELD 8:30 A.M. ON JUNE 11, 1998 AT HYDRO PLACE, ST. JOHN'S

Attendees John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro
 Bob Clarke, IBEW 1615

1. The minutes of the #19 meeting were reviewed and approved.
2. Business arising from Minutes

Storage Space Working Group

Dave is awaiting an answer on the Whitbourne Pole Yard evaluation.

Distribution Working Group

It is evident that this working group will not bring forward a consensus report, however since it would seem that the different views are now known, the working group will be asked to present their report highlighting the different views. The report will be asked for by June 25th.

Switching Working Group

Bob is to incorporate his comments into the work that has been done to date.

138 kV Transmission Lines - Central

John will check with Brian Walsh to determine the status of the latest draft report, which is awaiting his comments.

Low Temperature Hardware

NP staff has been investigating the use of low temperature hardware and several discussions between NLH and NP staff have taken place. This review is still ongoing.

Appendix IV and V

Dave will amalgamate these two reports and forward to Angela.

The amalgamation of sections 3 and 4 of the report has been started and this will be continued until it is complete.

3. FINAL REPORT REVIEW

All Steering Committee members should review draft #7 and forward any comments to Angela. A number of changes have been made since the last draft and due to technical difficulties, may not be noted. At our next meeting, we will conduct a more detailed review of the report so that all can give their up to date comments.

Amalgamation of sections 3 and 4 requiring work are:

Working Group #2 - John

Working Group #4 - Gerard

Working Group # 6 - John

Working Group #7 - Gerard

Working Group #8 - Gerard

Working Group #11 - Bob

Working Group #12 - Bob

Working Group #13 - John

Working Group #14 - John

Working Group #15 - Bob

4. A review of the format of the conclusions/recommendations was done with the following being agreed upon:

- (A) Overview of process
 - (i) enhance communications (various levels)
 - (ii) share of ideas and methods
 - (iii) limited overlap (which is addressed)

- (B) Activities initiated during process
 - (i) distribution of standards
 - (ii) 1-800
 - (iii) printing activities
 - (iv) technical training
 - (v) testing rubber gloves (cycle change)

- (C) Future activities
 - 1. customer service enhancements
 - 2. cost savings short term
 - (i) standards
 - (ii) sharing of specialized equipment
 - 3. cost savings long term
 - (i) distribution maintenance
 - (ii) meter shop

(D) Recommendations

After some discussion, it was agreed that the sections would be assigned as per the following:

- (A) Gerard
- (B) Bob

(C) (1) & (2) Dave

(C) (3) John

Following the writing of this text, a determination will be made as to whether section (d) will be required.

5. Meter Shop Working Group

John gave an update that the meeting of this group was taking place today and that there were three items outstanding. It would seem that the work is drawing to a conclusion and that a report can be expected. John will request that a report be ready for the next meeting.

6. Next Meeting

It was agreed that the next meeting will be on June 24th, 1998 at Newfoundland Power's office. John will chair the meeting. The time of the meeting will be in the morning from 8:30 a.m. to 12:30 p.m.

D.W. Reeves/dp
June 19, 1998

Minutes of Co-ordination Steering Committee Meeting

Between

Newfoundland Power and Newfoundland Hydro

Held at 08:30 on June 25th 1998

at

Nfld. Power Kenmount Road

Attendees: Gerard O'Reilly, IBEW 1620
Bob Clarke, IBEW 1615
David Reeves, Newfoundland and Labrador Hydro

The minutes of meeting #20 were reviewed and approved.

Business arising from the minutes.

- **Storage Space Working Groups**

Dave is awaiting answer on Whitbourne Pole Yard.

- **Distribution Working Group**

A draft was circulated by Verbin Hewlin addressing the issues on the Distribution Co-ordination. A number of questions were asked concerning the report. How much time is spent by the Grand Falls crews in the Baie Verte area assisting District crews? What is meant by an acceptable level of service? What criteria is used to measure the level of performance?

It was also suggested that the report be combined with all four groups stating where they have reached a consensus and where they differ. It was noted that there may be three to four different opinions in the report.

- **138 kV Transmission Lines**

There should be a draft from the committee at the next meeting.

- **Low Temperature Hardware**

This issue is ongoing. NP is investigating the use of Low Temperature Hardware.

- **Appendix IV and V**

Dave will amalgamate these two reports and forward to Angela.

- **Final Report Review**

The amalgamating of Sections 3 and 4 of the report is almost complete. However, the final version can not be produced until the reports are received from Distribution, Transmission and the Meter shop working groups.

- **Conclusions/ Recommendations**

Section A. Gerard will have a draft of this section for the next meeting.

Section B. Bob presented a draft and he will make further changes for the next meeting.

Section C. Dave will have a draft of this section ready for the next meeting.

Section D. John is responsible for this section.

- **Meter Shop Working Group**

Geoff Emberley will have a draft ready for the Steering Committee at the next meeting.

- **Next Meeting**

The next meeting is scheduled for July 14th at Hydro Place.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN**

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 22

HELD 8:30 A.M. ON JULY 24, 1998 AT HYDRO PLACE, ST. JOHN'S

Attendees: John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
David Reeves, Newfoundland Hydro
Bob Clarke, IBEW 1615

1. MEETING NO. 21

The minutes of Meeting No. 21 were reviewed and approved.

2. BUSINESS ARISING FROM MINUTES

A. Poleyard, Whitbourne

Dave gave an update that a meeting had taken place between Newfoundland Power and Newfoundland Hydro staff at Whitbourne. It was determined that the existing pole ramp at the Newfoundland Power yard can accommodate only 35 ft. poles while the requirement by Newfoundland Hydro is up to and including 75 ft. poles. It was also pointed out by Newfoundland Power that they are evaluating dismantling the existing ramp and moving their distribution transformers into this area.

B. 1-800 Number

Dave gave an update as to the changes from our previous discussion on 1-800 numbers. Currently Hydro will be subscribing to 1-800 numbers for all lines, except outage reporting, from NewTel. We are still exploring maintaining the outage reporting line with Newfoundland Power through AT&T, however, we have been informed by AT&T that they are not receptive to us jointly using the 1-

800 number with Newfoundland Power. John said he would explore this item and report back to the Committee.

3. FINAL REPORT REVIEW

Steering Committee members were given a copy of the latest draft (No. 9). This was reviewed and any changes/corrections were noted by John and he will have them implemented into the next draft.

Following a discussion on the Recommendations section, which now includes Sections B and C, it was agreed that Sections B and C should be amalgamated into one section. Dave agreed to complete this activity and forward to Angela.

4. OUTSTANDING WORK FOR FINAL REPORT

- After some general comments about the work that has been implemented since the Steering Committee has begun its work, it was agreed that initiatives which were recommended during the process should be implemented if possible. An example of this is with respect to Hydro taking advantage of Newfoundland Power's ability to do printing. Dave is going to explore if this can be finalized and therefore initiate it.

It was agreed that all Steering Committee members would review all Working Committees and determine what items can be initiated prior to finalizing our report.

- Dave will provide one dozen copies of the colour map which will be used in Appendix I.
- The only two areas of the report which currently does not have work started is future activities and recommendations. It was agreed that we are unable to do these sections until we get some indication on the working groups. There are basically three outstanding Working group reports.

- A. Distribution. John is discussing with his staff the finalization of Newfoundland Power's position so the report can be finalized by the working committee; however, this work is not completed yet.
- B. 138KV Transmission Lines - Central. It has been determined that the proposal made by Newfoundland Hydro is not acceptable to Newfoundland Power. However, Newfoundland Power has not made their position known in the report. Dave will discuss this with Vince Peddle and will request him to contact Newfoundland Power so that Newfoundland Power's position can be noted in the report.
- C. Meter Shop. John indicated that the report from the working group should be available by the next meeting.

5. **NEXT MEETING.**

It was agreed that the next meeting will be held on September 10th at Newfoundland Power's offices. John Evans will chair the meeting. The time of the meeting will be in the morning from 8:30 am to 12:30 pm.

D.W. Reeves/bl

July 29, 1998

MINUTES OF NLH/NP JOINT CO-ORDINATION STEERING COMMITTEE MEETING

MEETING # 23

September 15, 1998

Attendees: Bob Clarke, IBEW 1615
John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland & Labrador Hydro

1. MINUTES

The minutes of Meeting # 22 were accepted with some minor modifications.

2. BUSINESS ARISING FROM MINUTES

A. Poleyard, Whitbourne

Dave investigating cost of partial fence on own property as opposed to pole stand work at NP.

B. 1-800 Trouble Calls

John spoke with Bruce Fulcher who was concerned that Hydro wanted them to provide only trouble calls (\$1.95/month) service requiring significant expenditure by AT&T yet in Bruce's opinion Hydro gave their other business to a competitor without providing AT&T an opportunity to quote.

Bruce indicated that he wanted an opportunity to meet with Hydro before committing to the trouble call service.

3. FINAL REPORT REVIEW

Comments on Draft #10 of the report follow:

- p. 23, WG # 8 - should start on separate page.
- p. 22 - change used to utilizes.
- p. 27 - Bob to advise Angela regarding wording on "Switching" paragraph by September 21.
- p. 28 - "ration" changed to "radio".
- p. 20-22 - delete "Recommendation" headings and replace with bullets.
- p. 31 & elsewhere - bold Working Group recommendations.
- p. 32 bottom - Bob to re-word and forward to Angela by September 21.
- p. 34 - remove 's.
- p. 44 - Bob has completed a redraft of p. 44-45 and will check it and forward to Angela by September 21.
- p.53 - John to check with Terry Greene to ensure statements are factual.

4. OTHER REPORT ITEMS

- Dave to check to determine whether any joint printing activity has taken place and the result thereof and if such has not occurred, then why not.
- John to check with Geoff Emberley to see if a St. John's option for outside meter testing was or could be considered.
- Section C - Further Action Required.

Steering Committee members to review the Working Group reports which they have been co-ordinating to determine what future action/initiative is required.

- Appendix III

Add Working Group members' names.

- Working Groups without final submissions:
 - John to request Verbon to have a meeting to adopt/dissent or otherwise deal with forwarding the Distribution Maintenance report to the Steering Committee with appropriate comments.
 - Dave to speak with Vince to have similar activity initiated with respect to the Transmission Maintenance report.

5. NEXT MEETING

The next meeting will be Tuesday, October 13th at 9 a.m. at Newfoundland and Labrador Hydro office.

***MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN***

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 24

HELD 8:30 A.M. ON OCTOBER 22, 1998 AT HYDRO PLACE, ST. JOHN'S

Attendees: John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro
 Bob Clarke, IBEW 1615

1. MEETING NO. 23

The minutes of Meeting No. 23 were reviewed and approved.

2. BUSINESS ARISING FROM MINUTES

A. Poleyard, Whitbourne

Dave indicated that a cost estimate had been completed as he had previously reported. However, this has not been reviewed and a decision made. Will advise at the next meeting.

B. 1-800 Number

Dave indicated that Newfoundland Hydro has to proceed quickly with providing 1-800 outage reporting service to its customers. It seems that AT & T are reluctant to enter into an arrangement with Newfoundland Power because of the pending re-tendering of Newfoundland Power's telephone services. Dave indicated that if this was not resolved by this Friday, Newfoundland Hydro would have to proceed with its own option. Hydro's option is cheaper, however Hydro was prepared to pay a marginal amount to enable all electrical service customers in Newfoundland to report outages by a single one 1-800 number.

C. Testing of Hot Sticks

Dave indicated that Newfoundland Hydro had gotten back to Newfoundland Power regarding the testing of hot line sticks. The charge to Newfoundland Power will be based on time worked which will include an appropriate overhead rate.

D. Items for Report

Dave indicated that with respect to printing services, Newfoundland Hydro will require Management approval before agreeing to sole source Newfoundland Power. This option will be presented to Management at the time the full report is presented.

In regard to training, there seems to be no policy issue and therefore Newfoundland Hydro agrees with most of the recommendations with the exception of transferring of employees for training. This may be a difficult option to proceed with.

3. DISTRIBUTION REPORT

A full discussion took place on the latest two versions of this Working Committee. There is still a fair bit of difference in the opinions of the different members of the Working Committee and in all likelihood separate opinions will be coming forward from most members. The main item to be resolved now is whether these different comments can be consolidated into a single report or whether different reports will be coming from different members.

Bob indicated that his member will be putting forward a report and this report shows that Newfoundland Hydro can do the work much cheaper than contractors.

A schedule for the completion of this Working Committee's work was discussed and finalized. It is:

- Lloyd Fudge will finalize his comments on latest version of the report and return these to Verbon Hewlin by October 30th, 1998. Lloyd will also circulate to all other Working Committee members and Steering Committee members.
- Verbon will receive comments from anyone by November 13th, 1998 following which he will arrange a meeting of the Working Committee by November 27th, 1998.
- The consolidated report will be submitted to the Steering Committee on December 1st, 1998.

4. 138 KV TRANSMISSION LINE

After a lengthy discussion on this topic it was decided to review the mandate of the Working Group to ensure that they have not expanded their area of review. It was also agreed that the following schedule will be adhered to:

- (1) Vince Peddle to forward latest report to other members of the Working Committee during the first part of the week of October 26th.
- (2) Vince will arrange for a full Working Committee by November 22nd, 1998.
- (3) A consolidated report will be submitted to the Steering Committee by December 1st, 1998.

5. NEXT MEETING

It was agreed that the next meeting will be held on December 3rd, 1998 at Newfoundland Power's office. John Evans will Chair the meeting.

DW Reeves/dp
October 29, 1998

MINUTES OF NLH/NP JOINT CO-ORDINATION STEERING COMMITTEE MEETING

MEETING # 25

Thursday, December 3, 1998

8:30 a.m. to 12 noon

Newfoundland Power's J. J. Murphy Room

Attendees: Bob Clarke, IBEW 1615
John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland & Labrador Hydro

1. The minutes were accepted as distributed.

- Dave to advise regarding the use of Newfoundland Power's pole yard in Whitbourne.
Action: Dave
- Dave advised that NLH had gone to Newtel for their 1-800 Trouble Number as AT&T were reluctant to install required infrastructure knowing NP was to "go to market" in the next three months.
- Dave advised that his concern with the transfer of employees for training was with regard to rates of pay/benefits, etc. John indicated he didn't see any of those items changing. Merely the worker being relocated for week/month to gain particular experience not readily available in their organization.

2. Overview of Progress

- John vented his frustration regarding the lack of progress by all parties in this endeavour. To significantly reduce costs requires tough decisions by all.
- John cited examples of where the co-operation agreed to did not seem to exist and the significant philosophical differences between the organizations. An example was in the Telecommunication area where, despite the agreement, NP learned of Hydro's plans to build a major VHF radio network through an NLH filing with the PUB. Philosophically, NP views the communications companies as the experts in their field while Hydro seems to take the position that they can do the job better than the telecommunications companies.

- Both groups appear to be having difficulty getting information in the distribution area. Examples being crew size/activity and service levels.
- John expressed concern with Hydro's position on Transmission standards and Call Centres and IBEW Local 1615's position on switching.
- John raised the issue of cost. Under current regulatory treatment, NP picks up the bulk of NLH's expenses. Given that these costs are built into NP's rates, John wondered why NP should have to reimburse NLH for work done on transmission or distribution if, as indicated, it could be done by NLH with no increase in manpower or equipment.
- Examples regarding lack of co-operation were also noted by NP in the areas of transportation, contractor helping and the inability to borrow a small amount of conductor.

While the above and other examples cited by John were one sided he felt that there was sufficient blame to go around.

3. Outstanding Subcommittees

- a) Dave indicated that Lloyd did not like the way he added comments to the distribution report now that he has re-read it and completely re-drafted it from his perspective. John indicated he would forward the report to Verbon, who had not yet seen it. Verbon will convene a meeting of the Working Group within the next two weeks to agree with a joint submission or otherwise deal with the situation but to finalize its activity at the said meeting.

Action: John/Verbon

- b) Dave also submitted a report from Vince Peddle and G. Smith on the transmission activity which suggests it should be read in conjunction with a report by Newfoundland Power. Dave is to have Vince convene a meeting of the Working Group within the next two weeks to finalize its position on transmission activities.

Action: Dave/Vince

4. Draft # 12 of the final report was not discussed as there was insufficient time.
5. The next meeting shall be scheduled after mid-January when Gerard returns from activities outside of the province. The next meeting will be chaired by either NLH or IBEW Local 1615.

Action: Dave/Bob

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN
NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO
MEETING # 26**

HELD 1:30 P.M. ON JANUARY 26, 1999 AT HYDRO PLACE, ST. JOHN'S

Attendees: John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
David Reeves, Newfoundland Hydro
Bob Clarke, IBEW 1615

1. MEETING NO. 25

The minutes were accepted as distributed.

2. BUSINESS ARISING FROM THE MINUTES

Dave had responded to John by a letter regarding the use of Newfoundland Power's pole yard in Whitbourne. Since it would cost more to use Newfoundland Power's pole yard, Hydro has decided to stay where they are.

In response to a number of issues raised by John at the last meeting, Dave had checked into some of those with the following comments.

- ▶ VHF Co-ordination - Hydro does plan to replace its VHF radio, however not until 2003/04. Hydro presented a communication budget to the Public Utilities Board as part of its 1999 Capital Plan. The work associated with 1999 relates only to power line carriers which is used for protection on the transmission line. Dave pointed out that Newfoundland Tel is still evaluating the possibility of a cross Island VHF link which could be used by a number of subscribers. Hydro will be exploring this as one of its options prior to the year 2003, along with talking to Newfoundland Power about the possibility of co-ordination.
- ▶ With regard to the case where Newfoundland Power loaned compression tools to Hydro's contractor on the South coast (TL220) Dave told the Committee that Hydro had loaned

presses and roller blocks to the same contractor both before and after the time when Newfoundland Power had loaned their equipment to the contractor. The reason that Hydro could not lend during the week that Newfoundland Power loaned their equipment was the result of a repair on one of the lines from Bay d'Espoir to Sunnyside which had caused an outage. During this repair Newfoundland Hydro's equipment in Central was on that particular repair.

- ▶ With respect to the borrowing of a small amount of conductor from Bishops Falls warehouse, upon contacting Hydro's warehouse people they did confirm that Newfoundland Power had requested the availability of conductor, however they were told that we were at our safety limit of 300 meters and 3,000 meters were on order. There was no specific request at the time for Hydro to release material out of its safety supply.

3. DISTRIBUTION AND 138 KV WORKING GROUPS

A review was made of the reports which are currently with the Steering Committee. It was noted that both working groups had met since the last Steering Committee meeting in early December. Both committees are still exploring the possibility of combining the different opinions into one report. It was agreed that both Bob (138 kV) and Gerard (distribution) would review the latest two reports of both working groups and compile a draft for inclusion in the Steering Committee report. It is thought that even if the working groups come forward with a combined report, the basic information in that report will most likely not be that much different than what has already been presented in the two separate reports. Bob and Gerard will have this available for the next meeting.

4. STEERING COMMITTEE REPORT

A review was made of the report (draft #12) in an effort to determine the outstanding items of the working groups. Dave circulated a list (by working group) showing the items which still require further work for resolution.

The following are some points which were raised:

- ◆ **Switching** - There was a discussion regarding the switching working group and Dave and Bob informed the committee that they are working together on some of the issues which were raised by Bob which are pertinent only to Hydro. A review was made of Appendix VI and VII which is associated with the recommendations of the working group. A question was raised as to why its disconnects associated with the Newfoundland Power's line was not included on the list. It was felt that this was one of the main reasons why this whole issue was raised in the first case (after the December 1994 storm). **Dave agreed to review and have available for the next meeting.**
- ◆ **Inventories and common spares** - There are some comments about the wording of the Steering Committee's evaluation which required some changing and **John agreed to complete this for the next meeting.**
- ◆ **Common Equipment and Engineering Standards** - There was an observation that further work was to have been completed by the end of the first quarter of 1998 regarding reconciling two standards between both companies. **John agreed to review this matter and make the appropriate changes.**
- ◆ **Technical Training** - An observation was made that there were two detailed cost comparison examples used and since other sections do not include cost comparisons, it was felt that this section should be modified. **Bob agreed to revise this for the next meeting.**
- ◆ **Customer enquiries 1-800 #** - As a result of not being able to co-operate on a 1-800 number service as explained in Section 3 of the report, it was felt that this subsection in Section 4 should be reviewed for possible omission. **Dave agreed to review and have available for the next meeting.**

5. ONGOING PROCESS

After a full discussion it was felt by all Steering Committee members that it is in everybody's best interest to conclude these co-ordination discussions quickly and release our report. Before our report is released we will need to have a complete discussion of the contents of the report in its entirety, especially the activities that have been implemented and also ones that we will be

)
recommending.

6. **NEXT MEETING**

It was agreed that the next meeting would be 9:00 a.m. on Wednesday, February 10, 1999, at Newfoundland Power's head office.

DWR/dp
January 28, 1999

MINUTES OF NLH/NP JOINT CO-ORDINATION STEERING COMMITTEE MEETING

MEETING # 27

Wednesday, February 10, 1999

9 a.m. to 1 p.m.

Newfoundland Power's Killam Room

Attendees:

Bob Clarke, IBEW 1615
John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland & Labrador Hydro

1. The minutes of the previous meeting were approved.

2. Items Arising

- a) John noted that it is important that we learn from the Bishops Falls stores incident and ensure clear communications are implemented for benefit of all of our customers.
- b) Dave and Bob have commenced review of switching and will report back. They will also reference the Holyrood situation in the report.
- c) John has George Durnford following up on distribution standards. His goal is a common standard.
- d) Customer Enquiries (1-800 Number) is okay.
- e) Technical Training has been revised by Bob.

3. a) Distribution

Verbon is to submit combined report with his comments on the process by Friday, February 12th. John will follow up.

(This will not be a single report as communications within some working groups are becoming strained and differing views are held).

b) Transmission

No further revisions have been reviewed. Vince is still not available to work (due to illness). Dave is to check with Lloyd and John with Verbon/Brian. Brian planned to provide Vince (Lloyd) with comments in January in an attempt to submit a common report.

/4. Dave is to revise Section 4 with respect to the 1-800 Number.

5. John indicated that while some good co-operation/process had been established the composition of the group does not lend itself to recommending aggressive cost cutting measures. Ideally a long term goal not necessarily tied to either company is desirable and John will try to communicate this in the conclusion.

6. Future Actions

- a) Summary of Transmission Section - Bob
- b) Summary of Distribution Section - Gerard
- c) Draft conclusion - John
- d) Review report from Working Group #10 onward for queries regarding outstanding items - Dave.
- e) Address queries raised from Working Group #1 to Working Group #10 - All persons responsible.

7. The responsibilities for the Working Group's are:

Bob Clarke	-	1, 11, 12, 15
John Evans	-	2, 6, 13, 14
Gary O'Reilly	-	4, 7, 8
Dave Reeves	-	3, 5, 9, 10

8. Next meeting is scheduled for Wednesday, February 24 at 2 p.m. at Newfoundland and Labrador Hydro's office.

Further meetings are scheduled for March 12th and 24th at 9 a.m. to attempt to finalize the report by March 31, 1999.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN
NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO
MEETING # 28**

**HELD 2:00 P.M. ON FEBRUARY 24, 1999 AT HYDRO PLACE,
ST. JOHN'S**

Attendees: John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
David Reeves, Newfoundland Hydro
Bob Clarke, IBEW 1615

1. MEETING NO. 27

The minutes were accepted as distributed.

2. BUSINESS ARISING FROM THE MINUTES

- (a) John noted that it is important that we learn from the Bishop's Falls stores incident and ensure clear communications are implemented for benefit of all of our customers.
- (b) Dave and Bob have commenced review of switching and will report back. They will also reference the Holyrood situation in the report.
- (c) John has George Durnford following up on distribution standards. His goal is a common standard.

3. DISTRIBUTION AND TRANSMISSION

Not much discussion took place on the report other than NP are to reply to NLH staff regarding their comments on the latest version of the report.

4. DRAFT #14

The final report was reviewed and John will make changes as required for the next meeting.

It was also decided that John and Dave would have the report reviewed by Bob Pike and Don Barrett and ask for their comments on the layout of the report. They should also offer any suggestions for improvement of the format of the report.

As the Steering Committee gets closer to the final version of the report, we will have to do a review to ensure that all recommendations of the Working Groups are addressed. Either to accept, reject or approve further action.

In discussing the outstanding items in the report, Dave will request Gerry O'Brien to draft a letter for distribution regarding the sharing of specialized equipment. Gerry will be asked to suggest distribution of the letter along with the appendices of the report.

All action items of the Working Groups 1 to 10 were reviewed in detail with most of the items of recommendation already being completed. Working Groups 11 to 15 were reviewed in regard to the questions raised by the Working Groups with each appropriate person reviewing these for their next meeting.

5. NEXT MEETING

It was agreed that the next meeting would be March 12th, 1999 from 2:00 p.m. to 4:00 p.m. at Newfoundland Power.

MINUTES OF NLH/NP JOINT CO-ORDINATION STEERING COMMITTEE MEETING

MEETING # 29

Friday, March 12, 1999
2 p.m. to 5 p.m.
Newfoundland Power's Killam Room

Attendees:

John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland & Labrador Hydro

1. Minutes

(a) The minutes of the previous meeting were approved.

(b) Items Arising

- Dave and Bob have commenced review of switching and will report back. They will also reference the Holyrood situation in the report.
- John reported on distribution standards:

Working Group 13-1 established 12 common standards. Two standards require further work while a common standard could not be established for the remaining seven.

Working Group 13-2; NLH has purchased PLS-Cadd for transmission line design work as three major consultants involved in the Lower Churchill work currently use this software. NP has advised its purchasing group to contact NLH when ordering transmission poles in order to take advantage of any discounts through volume purchases. NLH has supplied NP with a specific list of items required to meet the low temperature hardware specification. NLH and NP to meet separately with supplier at the end of March.

Working Group 13-3; George Durnford to review.

Working Group 13-4; Ed Hennessey will issue an invitation to NLH when 1999 Work Methods Committee meetings have been finalized. NP's work methods booklets have been forwarded to NLH and will be updated as issued internally. NP has not received any NLH work methods. Ed Hennessey to follow up with NLH (Bryce Nobel or Ken

MacDonald). The sharing of a list of contacts within each company is presently in place.

- Dave indicated that it would be desirable to have someone look at charge out rates and methodology. John indicated that he would provide one person for 1-2 meetings.

2. Review of Outstanding Subcommittees

- Distribution

John provided Verbon's summary of process in the Distribution Working Group along with copies of the report attributed to him and Lloyd's version of same.

- Transmission

No further revisions have been reviewed. Brian Walsh is to contact Lloyd Fudge.

3. Draft of Final Report

Dave noted that Don Barrett thought Section 3 of the report is heavy in detail. John to follow up with Bob Pike who has been busy outside of St. John's.

There were comments on the numbering system. Some wanted an indication of total numbers of recommendations. Angela to review.

4. Conclusion/Recommendations Section

Everyone was to come to next meeting with their ideas for the Recommendation/Conclusion Section.

5. Next Meeting

It was agreed that the next meeting would be at 9 a.m., Friday, March 26 at Newfoundland and Labrador Hydro.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN
NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO
MEETING # 30**

**HELD 9:00 A.M. ON MARCH 26, 1999 AT HYDRO PLACE,
ST. JOHN'S**

Attendees: John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro
 Bob Clarke, IBEW 1615

1. MEETING NO. 29

The minutes were approved.

2. BUSINESS ARISING FROM THE MINUTES

- (a) *Switching* -- Bob and Dave indicated that they had met and had discussed the switching issue and will report back to the Committee as to the outcome of this activity.
- (b) *Working Group # 13 Engineering Standards* -- John has received positive comments that the outstanding items associated with this group will be resolved shortly.
- (c) Dave indicated that he had completed the Terms of Reference for a Task Group to look at the issue of intercompany work related to rates and the methodology associated with this. A Task Group has been formed and their first meeting is on Tuesday, April 6th.
March 30/99
- (d) *Distribution and Transmission* -- It was agreed by all that the latest reports reflect the work of the working groups. A more consolidated report may be achievable, however it is unlikely that this will change the opinions of the parties of these working groups. The Steering Committee can now start its work of finalizing our comments on these working groups.
- (e) *Draft of Final Report* -- Both Bob Pike's and Don Barrett's comments were discussed and it was agreed to make the few grammatical corrections which they found and also to reconsider Don Barrett's comment on restructuring section #3.

Action -- Dave and John are to give to Angela for Bob and Don's comments.

Both John and Dave indicated that they have meetings with Measurement Canada next week to discuss the accreditation of meter shops in Newfoundland.

3. CONCLUSIONS/RECOMMENDATIONS

There was a number of observations made by the Committee members which were as follows:

- (1) Are we able to give a meaningful savings for estimates of the recommendations that have been put in place?

(Action: All members)

- (2) Dave will be exploring the possibility of Hydro using the services of Newfoundland Power's Print Shop.

(Action: Dave)

- (3) There are four remaining items and each person of the Committee is responsible for first drafting of a position regarding each of these. During the next one or two meetings, all four of these items will be discussed in the following order:

- meter shop
- distribution
- 138 kV
- switching

The procedure which we plan to follow will be that the person responsible for that particular section will bring forward their particular comments and lead the discussion of the other Committee members. Through this process it is hoped that a common point of view can be achieved.

(Action: All members)

- (4) Each of the Committee members should review all of their respective working group reports and develop the positive benefits of each (i.e. to the customer) and formulate those into paragraphs.

(Action: All members)

4. NEXT MEETING

The following meetings were scheduled by all members:

April 5th (p.m.) - Newfoundland Power to host
April 9th (a.m.) - Newfoundland Hydro to host
April 13th (a.m.) - Newfoundland Power to host
April 16th (a.m.) - Newfoundland Hydro to host

DWR/dp
March 31, 1999

MINUTES OF NLH/NP JOINT CO-ORDINATION STEERING COMMITTEE MEETING

MEETING # 33

Wednesday, April 14, 1999
9 a.m. to 12 noon
Newfoundland Power's Killam Room

Attendees:

John Evans, Newfoundland Power
Bob Clarke, IBEW 1615
Gerard O'Reilly, IBEW 1620
Dave Reeves, Newfoundland & Labrador Hydro

1. Minutes

(a) The minutes of the previous meeting were approved.

(b) Items Arising

- Dave and John will provide SAIDI/SAIFI numbers for the Springdale-Baie Verte area for the last three years (96, 97, & 98). This shall be in calendar years.
- Dave is working on information regarding why >50% of the work required more than 2 lineworkers.

He is also obtaining an indication of the type of work (construction, maintenance, etc.) that is performed by the Springdale crews.

2. Discussion

(a) 138 kV

- Both organizations seem to view capabilities and needs differently.
- Both made observations and recommendations.
- No benefit to Newfoundland Power for Newfoundland and Labrador Hydro to do work at contract prices with Newfoundland Power laying off line personnel required for distribution maintenance.

- Transmission maintenance tends to be fill-in work for distribution maintenance crews at Newfoundland Power.
- Possibility of combining apprentice crews to do dead line construction.
- Combining capital work, training, and apprenticeship program may enhance training and reduce the need for contract work.
- If crews were brought together, the apprentices might get an opportunity to work on facilities not normally available to them. (e.g. NP apprentices on 230 kV and NLH apprentices on distribution.)
- Steering Committee agreed with providing services to each other in emergency situations.
- Steering Committee agreed with concept of apprentice crews to minimize contracting out.

(b) Switching

- Dave to draft definition of emergency.
- Review of training requirements for switchers including philosophy and nomenclature.

3. Final Report

Discussion was deferred to next meeting.

4. Next Meeting

The meeting scheduled for Friday, April 16th has been rescheduled to Tuesday, April 20th at 9 a.m. It will be held at Hydro Place.

(Revised April 23, 1999)

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN
NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO
MEETING # 34**

**HELD 9:00 A.M. ON APRIL 20, 1999 AT HYDRO PLACE,
ST. JOHN'S**

Attendees: John Evans, Newfoundland Power
Gerard O'Reilly, IBEW 1620
David Reeves, Newfoundland Hydro
Bob Clarke, IBEW 1615

1. MEETING NO. 33

The minutes were approved with a couple of minor corrections.

2. DISCUSSION

There was a general discussion of the four Working Groups (meter shop, distribution, 138 kV and switching). It was decided that each of the Steering Committee members would draft a section for the final report for the Working Group as per the initial assignments.

3.

The latest draft (#17) of the Final Report was generally reviewed. It was agreed that each member of the Steering Committee would review their respective working groups and suggest wording changes to finalize the report. In addition to this, at the next meeting, the list of outstanding items by each working group will be reviewed and each Steering Committee member will review their respective working group and bring forward recommendations associated with those groups.

4.

A review was made of an update given by Bob on the inventory and common spares. The update indicated that positive progress has been made since the working groups report.

5. NEXT MEETING

The next meeting is scheduled for Tuesday, May 4, from 9:00 a.m. to Noon. Gerard O'Reilly will chair.

DWR/dp
April 22, 1999

MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING

BETWEEN

NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO

MEETING # 35

HELD TUESDAY, MAY 4th, 1999 AT

IBEW LOCAL 1620 BOARDROOM

67 LEMARCHANT ROAD

In Attendance:

John Evans	Newfoundland Power
Dave Reeves	Newfoundland Hydro
Gerard O'Reilly	IBEW Local 1620
Bob Clarke	IBEW Local 1615

Minutes

The Minutes of the previous meeting were approved.

Meter Shop

The Meter Shop was discussed. John put forward a proposal to have Newfoundland Power's meter inspections performed at Newfoundland Hydro Shop. Dave will report back to the committee to determine if this is feasible.

Distribution

Dave reported that until a review of business practices is completed at Newfoundland Hydro, they would be maintaining the status quo in the Baie Verte/Springdale area.

138 KV

There was a general discussion on the 138 KV in Central Newfoundland. John and Gerard will revisit the recommendations that were made by Newfoundland Power Working Committee. If there appears to be a problem with the wording, in terms of clarification, it will be rectified.

Newfoundland Hydro's recommendations put forward by the committee will also be revisited. Dave and Bob will also clarify any recommendations that they feel are necessary.

Switching

Definition of "emergency" needs to be clarified. Bob will pass on his comments to Dave before the definition comes back to the committee for discussion.

Final Report

Draft # 18 of the report was reviewed. John will arrange to have changes made in the report that were identified.

Next Meeting

The next meeting will be held at 3:30 p.m. on Monday, May 10th at Newfoundland Hydro.

**MINUTES OF CO-ORDINATION STEERING COMMITTEE MEETING
BETWEEN
NEWFOUNDLAND POWER AND NEWFOUNDLAND HYDRO
MEETING # 36
HELD 3:30 P.M. ON MAY 10, 1999 AT HYDRO PLACE,
ST. JOHN'S**

Attendees: John Evans, Newfoundland Power
 Gerard O'Reilly, IBEW 1620
 David Reeves, Newfoundland Hydro

Unavoidably absent: Bob Clarke, IBEW 1615

1. MEETING NO. 35

The minutes of the previous meeting were approved.

2. FINAL REPORT REVIEW

John passed out the latest version of the update. Draft #19 of the Final Report was reviewed in detail and the following was highlighted:

Section 3 Working Group 8 - Distribution Maintenance

Some discussion took place with some minor changes to the wording of the draft.

Working Group 9 - Switching

Dave reviewed a draft from Bob Clarke regarding the rewording of Emergency Switching. This will be further discussed at a future meeting.

Working Group 12 - 138 kV Transmission Line Maintenance for Central

With respect to the recommendations 12.56 to 12.63 (Hydro), Dave reviewed the work that had been done and John and Gerard circulated work that they had done recommendations 12.60 to 12.62(Newfoundland Power). Bob and Dave will work together to finalize the Hydro recommendations.

Section 14

A discussion took place on how each of the Steering Committee members should review their respective working group information and determine if additional wording is required in the conclusions and recommendations part of the final report.

3. NEXT MEETING

The next meeting will be held by Newfoundland Power at the call of John Evans.

DWR/dp
May 12, 1999