

TO: MEUW Members
FROM: Lisa Haen, MEUW Safety and Health Manager
DATE: January 6, 2012
RE: Registration Materials for *MEUW Watt-Hour Meter Workshop* held Monday, February 20 through Thursday, February 23, 2012 at NWTC in Green Bay; Registration Deadline is Friday, February 10, 2012.

The MEUW Job Training & Safety Program is offering a three and a half day *Watt-Hour Meter Workshop* held Monday, February 20 through Thursday, February 23, 2012 at Northeast Wisconsin Technical College (NWTC) located at 2740 West Mason Street, Green Bay, WI (see attached map).

This year, we are looking at showcasing the theme “*Back to Basics*”. Because it is important to address topics from various experience levels, this workshop will be educational and of great value to both intermediate and advanced meter technicians.

This workshop provides exceptional curriculum from Instructors with many years of field experience. In addition to the outstanding Wisconsin Public Service (WPS) Instructors, this year, we have an exciting new addition! Larry Chapman of Chapman Metering will bring his team to share a wealth of additional knowledge and experience working with MEUW Member systems.

We will continue our “pre-workshop” session on Monday for intermediate meter technicians. Whether you are a new or seasoned meter technician, this half-day session will focus on comprehension and practical application of basic metering principles.

Larry’s no-nonsense instructional approach to metering will give students a solid foundation in basic metering principles. Building upon these basic principles, the breakout meter labs will allow students the opportunity to use their new or revisited knowledge to provide challenging wiring and troubleshooting exercises.

Because of the individual attention to detail, students are asked to bring their Utility’s wiring diagram manuals for use during lab work along with any hand tools they use while performing metering job tasks.

Registration forms (with electronic “fill in form” capability) can be faxed (608/837-0206), e-mailed (sbaumann@meuw.org) or mailed to MEUW, 725 Lois, Dr., Sun Prairie, WI 53590. **The registration deadline for the workshop is no later than Friday, February 10, 2012.** Please review the attached MEUW Cancellation Policy.

There is a hotel room block at the nearby Comfort Suites Hotel (1951 Bond Street). Rooms are \$70 for single or \$80.95 for double occupancy and \$10 for each additional adult. To make reservations, call the Comfort Suites at 920/499-7449 by Tuesday, January 31, 2012; when making reservations reference the “**MEUW Watt-Hour Workshop**” room block.

We look forward to seeing you at this year’s MEUW Watt-Hour Meter Workshop!

Attach.



MEUW Policy for Cancellation of Registration or Meal Reservations for Workshops, Seminars, Conferences and Dinner Meetings

MEUW incurs direct and indirect expenses in planning and presenting workshops, seminars, conferences and dinner meetings for its members. In some cases, speakers are hired on a fee per participant basis with minimum or maximum limits on the number of participants. In other cases, hotels or other meeting places require a firm commitment for food or facilities based on the number of participants.

When members fail to provide timely notice that they will not attend an MEUW event for which they have registered, these costs must still be paid. In fairness to all members, the following policy has been adopted to encourage timely notice and avoid shifting costs to other members.

Unless otherwise stated on the registration form, the registration fees will be credited in full, if notice of cancellation is made at least four (4) business days prior to the date of the workshop, seminar or conference. Notice of cancellation should be made to MEUW by phone (608/837-2263) or fax (608/837-0206). Twenty-five percent of the registration fee will be credited if a cancellation notice is received less than four business days prior to the workshop, seminar or conference. No refund will be made for cancellations received after the event. You may avoid the cancellation penalty by transferring your registration to another person.

The full or partial waiver of registration fees charged in accordance with this policy will be considered on a case-by-case basis. In granting the waiver, the MEUW office will consider any non-recoverable costs associated with the registration and the reason for not attending. In general, waivers will be granted if the reason was related to: a sudden illness, accident or injury; a work-related emergency, such as a significant service outage or damage to facilities requiring the active participation of the registrant; the death of a family member, close friend or co-worker; or a significant weather-related emergency that prohibits safe travel to the site of the event.

Approved by the Board of Directors February 11, 2000



2012

MEUW Watt-Hour Meter Workshop



February 20-23, 2012
Detailed Workshop Program





2012 MEUW Watt-Hour Meter Workshop Program

February 20-23, 2012

Northeast Wisconsin Technical College

2740 West Mason Street, Green Bay, WI 54307-9042

PRE-WORKSHOP COURSE	
Introductory Session (Room A)	
Monday, February 20, 2012	

12:30 – 3:30 p.m.

Basic Metering Principles (*Larry Chapman, Chapman Metering*)

This session will provide a foundation for the Watt-Hour Meter three-day workshop. The educational instruction will challenge student's ability to comprehend, explain, and troubleshoot based on basic metering principles. Educational lessons include an in-depth look at Blondel's Theorem and Meter Form Numbers. Whether students have been on the job for decades or for a few short years, this half-day session will focus on comprehension and practical application of basic metering principles.

DAY 1	
General Session (Room A)	
Tuesday, February, 21, 2012	

8:30 – 9:00 a.m.

Registration (*NWTC Staff*)

9:00 – 9:15 a.m.

Introduction (*Steve Hedden, MEUW JT&S Instructor/Holly Valentine, NWTC*)

- a. Welcome
- b. Facility Layout/Housekeeping Safety
- c. Workshop Agenda/Meals and Breaks
- d. Evaluation Forms
- e. Instructor Introductions

9:15 – 12:00 p.m.

Meter Principles (*Larry Chapman*)

This session will include an interactive instruction including a question and answer segment regarding meter principles, Blondel's Theorem and Meter Form Numbers. The joint session is designed for both Intermediate Level and Advanced Level Technicians.

12:00 – 12:45 p.m.

Lunch

1:00 – 2:30 p.m.

Skills Evaluation (*Larry Chapman*)

Each student comes to this workshop with a unique level of skill sets, experience, and abilities. To ensure each student has the opportunity to learn from their level of expertise, this year's workshop will offer an **intermediate level course** and an **advanced level course**. The *Skills Evaluation* segment asks students to respond to key questions regarding the meter industry and evaluation their own skill level. Once skill levels are determined, students will attend either the Intermediate or Advanced Course beginning on day's 2 and 3 of the workshop.

2:30 – 3:30 p.m.

Meter Safety and Accident Assessment (*Steve Hedden*)

Safety comes first when dealing with electricity. In this session, we will cover the basics of meter safety as well as lessons from various workplace accidents.



2012 MEUW Watt-Hour Meter Workshop Program (Continued)

DAY 2 Interactive Sessions (Rooms A &B)
Wednesday, February 22, 2012

- 8:00 – 10:15 a.m. **Abbreviations and Mathematics**
(Larry Chapman)

This session will cover the effective use of basic calculations for troubleshooting today's meter applications.
- 10:15 – 10:30 a.m. **Break**
- 10:30 – 12:00 p.m. **Troubleshooting Applications**
(Larry Chapman)

This session includes specific troubleshooting instruction dealing with applications commonly used in the workplace. *Students are asked to use their Utility's wiring manual (if available).*
- 12:00 – 12:45 p.m. **Lunch**
- 1:00 – 3:00 p.m. **Wiring Schemes and Form Numbers**
(Larry Chapman)

This session will cover select load types and service description for lab specific applications using the student's specific wiring manual diagrams.
- 3:00 – 4:00 p.m. **Color Codes and Testing Provisions**
(Larry Chapman)

In this session, students will learn about the importance of color coding schemes and testing meters without interrupting customer service.
- 4:30 – 7:00 p.m. **Vendor Trade Show**
(Comfort Suites, 1951 Bond Street, Green Bay)



2012 MEUW Watt-Hour Meter Workshop Program
(Continued)

Day 3 Interactive Sessions (Rooms A &B)	
Thursday, February 23, 2012	

8:00 – 8:30 a.m.	Meter Lab Overview	
8:30 - 10:15 a.m.	Meter Lab Breakout Sessions <u>Advanced Level</u> (Room A) Advanced Meter Lab (Larry Chapman, Chapman Metering Gary Jones, Ted Heuvelman, and Lenny McCall) This interactive lab will cover hands-on meter methodology troubleshooting scenarios with potential load availability exercises.	Meter Lab Breakout Sessions <u>Intermediate Level</u> (Room B) Intermediate Meter Lab (Roger Aho, Steve Miller and Dan Wettstein, WPS) This interactive lab will cover hands-on meter methodology wiring scenario exercises.
10:15 – 10:30 p.m.	Break	
10:30 – 12:00 p.m.	Advanced Meter Lab This interactive lab will cover hands-on meter methodology troubleshooting scenarios with potential load availability exercises.	Intermediate Meter Lab This interactive lab will cover hands-on meter methodology wiring scenario exercises.
12:00 – 12:45 p.m.	Lunch	

General Session (Room B)

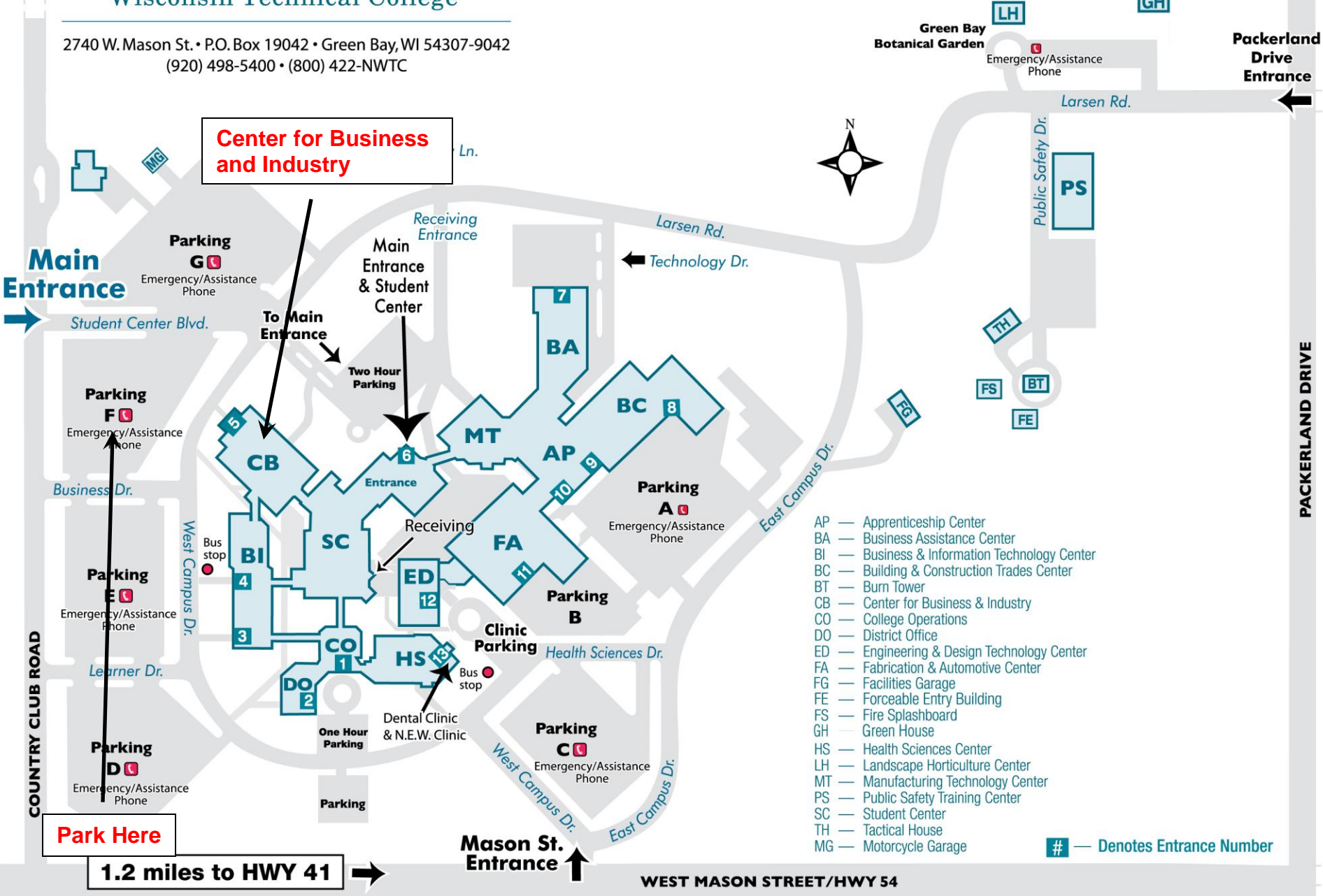
1:00 – 2:00 p.m.	Roundtable Review
2:00 – 3:00 p.m.	Closing Session <ol style="list-style-type: none"> a. Workshop Closing Comments/Discussion b. Question and Answers for the Instructors c. Workshop Evaluation Form Completion d. Workshop Completion Certificate Distribution
3:00 p.m.	Adjourn

Getting to campus: From Hwy 41, exit Mason Street/Hwy 54 West. Take Mason St. approximately 1 mile. Campus will be on your right.

Northeast Wisconsin Technical College

2740 W. Mason St. • P.O. Box 19042 • Green Bay, WI 54307-9042
 (920) 498-5400 • (800) 422-NWTC

To **HWY 29/Shawano Ave.**



Center for Business and Industry

Main Entrance

Park Here

1.2 miles to HWY 41

Mason St. Entrance

WEST MASON STREET/HWY 54

- AP — Apprenticeship Center
 - BA — Business Assistance Center
 - BI — Business & Information Technology Center
 - BC — Building & Construction Trades Center
 - BT — Burn Tower
 - CB — Center for Business & Industry
 - CO — College Operations
 - DO — District Office
 - ED — Engineering & Design Technology Center
 - FA — Fabrication & Automotive Center
 - FG — Facilities Garage
 - FE — Forceable Entry Building
 - FS — Fire Splashboard
 - GH — Green House
 - HS — Health Sciences Center
 - LH — Landscape Horticulture Center
 - MT — Manufacturing Technology Center
 - PS — Public Safety Training Center
 - SC — Student Center
 - TH — Tactical House
 - MG — Motorcycle Garage
- # — Denotes Entrance Number



MUNICIPAL
ELECTRIC
UTILITIES OF
WISCONSIN

725 Lois Drive
Sun Prairie, WI 53590
Phone: (608) 837-2263
Fax: (608) 837-0206
www.meuw.org

MEUW Watt-Hour Meter Workshop

February 20-23, 2012

Northeast Wisconsin Technical College – Center for Business and Industry
2740 W. Mason Street, Green Bay

Registration Form

This form can be filled in using Adobe Acrobat or Acrobat Reader. Please save your changes with a new filename. The registration fee is \$495 for MEUW Members and Upper Peninsula Public Power Utilities. Wisconsin REC's may register at the Member rate, on a space-available basis.

All others may register on a space-available basis for the non-Member rate of \$725.
The optional *Basic Metering Principles* Session is \$65 for Members and \$95 for non-Members.
The registration deadline is February 10, 2012.

For the hands-on meter lab portion of the Workshop, attendees must bring their utility's wiring diagram manuals; their own tools, including wire strippers, wire cutters, screwdrivers, nut-drivers or socket set and a knife; as well as personal protective equipment including hard hat, safety glasses and work gloves.

Please list those from your utility that will attend, along with attendee contact information, and enclose a check to cover those persons attending.

Utility: _____

Employee Name	E-mail Address	Basic Metering Principles (Yes/No)?	
1. _____	_____	Yes	No
2. _____	_____	Yes	No
3. _____	_____	Yes	No

_____ MEUW Member rate or _____ Non-Member rate (check one)

Total Number Attending: _____ x (\$495 or \$725) = _____

Total Number Attending Optional *Basic Metering Principles*: _____ x (\$65 or \$95) = _____

Total Enclosed: \$ _____

A block of rooms has been reserved at the Comfort Suites Hotel (1951 Bond Street, Green Bay). **Make reservations before January 31, 2012 by calling 920-499-7449.** Room rates are \$70 single, \$80.95 double, and \$10 for each additional adult if you ask for the **MEUW Watt-Hour Workshop** block.

Please return registrations no later than **February 10, 2012** to: MEUW, 725 Lois Dr., Sun Prairie, WI 53590, email to sbaumann@meuw.org or fax to 608-837-0206.