

**CARROLL COUNTY ELECTRICAL BOARD**

August 21, 2024

**PRESENT:** CHAIRMAN: DOUG SULLIVAN  
BOARD MEMBERS: D. BROSENNE, D. SULLIVAN, D. COPPERSMITH,  
D. ZEPP  
EX-OFFICIO: L. RAMBO, T. HARRIS, D. COAKLEY, T. DIXON (CA)  
  
ABSENT: BILL LEPPERT

Notice of this meeting was provided to the public by mailing notice to members of the Carroll County Electrical Board and posting notice electronically on the County's website.

**CALL TO ORDER:**

Meeting was called to order at 8:00 a.m. by D. Sullivan at the County Office Building, Westminster. Mr. Brosenne second the motion, and unanimously carried by the Board.

A copy of the minutes from April 21, 2024, meeting was emailed to each board member, and was unanimously carried by the Board.

**OLD BUSINESS**

- Bill Leppert had announced his retirement from the Electrical Board. A letter of request was sent to the Commissioners Office for approval for Doug Sullivan, (Chairman) to now become Citizen, which was approved prior to this meeting. A letter of request was also sent to the Commissioners for approval for Shawn Hagen to hold the position of Contractor. He has been approved, however Commissioners just need to vote at next Commissioner meeting.
- Dave Coppersmith will now become Chairman and Duane Brosenne will now become Vice Chairman.
- Terms on current board members were discussed.
- Discussions took place as to whether to combine Limited and Restricted Tests.

NEW BUSINESS:

- D. Coppersmith signed all the revised Board Member booklets and they were then given to each board member.
- D. Sullivan brought up discussion on the Restricted electrical exams that were in the works of being created. Elevator – 1 test: Hvac - 2 tests: Signs – 1 test: Fire alarm: Boiler 2 tests (M. Zepp had brought up in previous meeting about combining the tests to make more streamline so there wasn't a single defined test for each Restricted registrations. D. Brosenne proposed Restricted Electrical Exams and Restricted Electrical Exams to just be one test. D. Brosenne stated that need to have general knowledge of the code. The board discussed this and D. Zepp second the motion, all in favor was unanimous to create (1) test for Restricted Registrations.
- D. Zepp mentioned that the bylaws my need to be revised to address the Registrations: D. Brosenne read the current bylaws to the board in reference to the Limited and Restricted Registrations and it was determined that the bylaws would not need to be changed as the applications will determined what Registration will be tested for at the time of testing.
- Ethics – There will be a new County Attorney starting and we will invite to October meeting. We will give out Ethics paperwork if requested by the board.
- The meeting was then closed for discussions on decorum with County Attorney.

The next meeting will be held on October 23, 2024, at Carroll County Office Building, Room 124C. D. Brosenne made a motion for the meeting to adjourn, and D. Coppersmith seconded the motion and was unanimously carried by the Board.

Submitted by:



Deanne Coakley  
Permits and Inspections

Approved by:



Dave Coppersmith, Chairman  
Carroll County Electrical Board