

# PERRECA

ELECTRIC CO., INC.

**SAFETY**

**TEAMWORK**

**EDUCATION**

**PRODUCTIVITY**

**STEP Q NEWS**

*Volume II, Issue I* **QUALITY** *Spring, 2008*

## A MESSAGE FROM OUR PRESIDENT

### LEADERSHIP IS NOT A POSITION

In my last visit to these pages, I wrote of the need for tomorrow's leaders for our industry. A wise man once said, "an army of a thousand men is easy to find, but oh how difficult to find one general." If you are reading this, you are a leader in your field who is a customer of Perreca Electric Co., Inc. or one of our employees. To ensure the timely and efficient delivery of construction services in the future, we all have an oar in this water. We have within Perreca many positions, from truck driver, to project manager, to corporate officer, to all the places in between. Some of us are leaders, some are not, but we all have the potential for leadership.

If you look around, you know who they are. They solve problems, they don't create them. They participate more than they direct. They enable not only themselves but those around them. They are usually the first to work and the last to leave.

The warehouseman that always has your tool and material delivery in the right place, at the right time. The apprentice that is always one step ahead of your ability to keep him busy. The journeyman that finds his way around those daily obstacles that kill efficiency. The foremen and project managers that strive every day to deliver a better product to our customers. These are our leaders they are defined by results, not by their position.

Carl

*Daisy Vale's retirement was celebrated on February 23, 2008 with a grand celebration at the Ship Lantern Inn with her family and office staff of Perreca.*

*It was a wonderful celebration of her long career at Perreca and we wish her good fortune in her retirement.*

#### EDITOR

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*Carl presenting Daisy with a gold watch.*



*Daisy leading the conga line.*



*Pictured above: Phil Huggins, Daisy Vale, Carl and Gayle Tallardy and Bob Kaehler.*



*Perreca office staff: Dyan, Jennie, Danielle, Daisy, Donna, Sonia, Stephanie and Julie.*

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# HOW DOES FRAUD EFFECT YOU?

*Julie Forman CPA, Chief Financial Officer*

When you think of fraud do you think of Enron and Worldcom or do you think about your inventory and supply closet? Occupational fraud is not just done on a grand scale; it is done daily at every company throughout the world, especially during these economic times.

Occupation fraud is defined as, “the use of one’s occupation for personal enrichment through the deliberate misuse or misappropriation of the employing organization’s resources or assets.” According to the Association of Fraud Examiners, internal fraud may cost as much as \$600 billion a year-about \$4,500 for every worker. 6% of revenue is lost each year to occupational fraud.

Employees cheat their employers in some of the following ways:

- Claim overtime when not worked
- Showing up late or leaving early
- Cheating on expense reports
- Giving people unauthorized discounts on company merchandise or services
- Using inventory items for personal use
- Taking items from the supply closet for personal use
- Claiming workers compensation for an injury that did not occur
- The use of a company telephone to make long distance personal calls

This list is never ending. These types of frauds and others occur every day in every organization. They are not just happening at the “big” companies, they are happening right before your eyes.

In order for occupational fraud to take place there must be motive. During these trying economic times motive is easy to find. It is difficult to keep gas in your tank, fuel in the furnace and buy milk, eggs and bread. In addition, no one wants to wait for anything. It is easier to buy on credit than to save and buy later. It is difficult to keep up with the Jones’. A drug, alcohol or gambling problem can motivate an employee to commit occupational fraud. Motivation is all around us.

In addition, an employee must have the opportunity to commit fraud. At most small companies, the opportunity to commit a fraud is all around; an unlocked supply cabinet... the ability to make long distance calls without having to punch in a code... the honor system in completing a time sheet rather than use of a time clock. Lack of supervision can also contribute to occupational fraud.

The final item associated with occupational fraud is the realization that it can be done and to be able to rationalize the behavior. Most employees who commit fraud feel they were entitled to what they benefited from; they were entitled to the overtime... it was only a tape from the supply room... a two-minute phone call is nothing to the company. Most frauds start out small— a small amount of money or several items from the supply room. Once the employee realizes that no one is watching, it continues and sometimes becomes larger and larger.

What can be done about this crisis in these trying economic times, you ask? Generally this comes from the top. If the message from the top executives is that this will not be tolerated, the realization factor can’t be met. The company should also be on the look out for accounting irregularities. Does petty cash reconcile monthly? Do inventory counts agree to the underlining information? Review the work of your staff and know what they are doing. Question irregularities so the opportunity to commit occupational fraud also becomes remote. Most of all, trust your instincts!

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# **What is the NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA) & What Does it do for Our Industry?**

*Phil Huggins, Senior Vice President*

**NECA** is the voice of the \$100 billion dollar industry responsible for light, power, and communication systems in buildings and communities across the United States. Perreca Electric has been an active member for over 50 years in both the National and Hudson Valley NECA Chapters affairs. For the past six years, I have been President of the Hudson Valley Chapter of NECA that represents over 60 electrical contractors from the Hudson Valley.

NECA's Codes and Standards Committee, whose local members serve on national committees, is concerned with development, administration and enforcement of codes and standards. This includes the National Electrical Installation Standards (NEIS) which are approved by the American National Standards Institute (ANSI), and also the National Electrical Code and OSHA regulations. Through NECA's affiliation with OSHA, NECA has been able to provide state of the art safety programs for electrical contractors.

The Electrical Design Library (EDL) along with NECA's Management Education Institute (MEI) develop studies, standards and other tools that help contractors successfully bid and manage new and existing markets such as data, photovoltaic, wind, and now "green" building technologies. One such example is NECA's online education course introducing Leadership in Energy and Environmental Design (LEED) certification and the LEED training and certification course at the NECA convention this October. Through their partnership with the National Joint Apprenticeship Council, contractors are assured that highly skilled journeymen are available and trained for existing and emerging technologies.

NECA is the first trade association to establish a million dollar Political Action Committee (PAC) fund that is used to fund a very active legislative program, on both the Local and National level, that carefully monitors bills that impact our industry. NECA and the IBEW are working together to gain more market share through new technologies, competitive pricing, safety and on-time/on-budget projects. The Hudson Valley Chapter also spearheaded the new legislation that led to the adoption of an Orange County Electrical License.

NECA's programs continually change to meet the needs of its members and fulfill its mission of serving management interests of the electrical contracting industry.

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## **New York Prevailing Wage Is Now Required**

Effective February 24, 2008, the New York Department of Labor (NYDOL) law that requires employers working on public works projects to include an employee's prevailing wage rate and classification on the check stub went into effect. In addition, this information must be posted on all public work jobs.

The information regarding this posting can be found at: [www.labor.state.ny.us/workerprotection/publicwork/PDFs](http://www.labor.state.ny.us/workerprotection/publicwork/PDFs). This web site also contains all the information necessary to comply with these new regulations.

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## **OSHA 10 hour Construction Safety and Health Course**

Effective July 18, 2008, it is required that on all public work projects of at least \$250,000.00, all laborers, workers and mechanics working on the site, be certified as having successfully completed the OSHA 10-hour construction safety and health course. Perreca is encouraging our employees to take this course at the LU363/NECA Training Center.

Rules and regulations will be promulgated and posted on the NYDOL website: [www.labor.state.ny.us](http://www.labor.state.ny.us).

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WHERE THERE'S NO SUBSTITUTION FOR INTEGRITY

## MAJOR ACCOUNTS DIVISION

*Robert Kaehler, Executive Vice President*

### PERRECA GOING GREEN

In our continuing effort to stay ahead of the curve and bring new sustainable technology to the marketplace, Major Accounts is moving headlong into the future through our commitment to become environmentally responsible. No one can deny that the time has come for everyone to become accountable for sustainable living. The technology is now widely available for vast improvements to the way we approach every aspect of construction, from design, to installation, to waste removal and recycling. The time has come where we all have accountability to protect our environment not only in the workplace, but in every way we live.

We at Perreca are faithfully vowing to do our part to bring about these needed changes, and to that end challenge all who work with us to do the same. We recognize that not all changes can happen overnight, but any type of effort is a start down the road to sustainable living. As the Perreca Green committee continues to gather information through seminars, research and literature, it will be passed on to everyone. We are currently members of the U. S. Green Building Council and the New York Upstate USGBC.



### EARTH DAY 2008

To help celebrate Earth Day 2008, we have kicked off an expanded recycling program to reduce, reuse and recycle the amount of materials going to landfills and lesson the amount of pollution that may result from waste disposal.

Our recycling efforts include paper, cardboard, newspaper, junk mail, wire spools, pallets, glass, plastic, batteries, ink/toner cartridges, light bulbs and packing material.

We have expanded what everyone is already doing at home. By just adding a few more recycling receptacles and asking everyone to pitch in will help us here at Perreca Electric to practice being environmentally friendly.

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### KEEPING IN TOUCH WITH OUR PERRECA 'FAMILY'

The last newsletter brought many question as to why Alan Gazlay was not mentioned. At that time, it was discussed at length and decided by us not to write about him as he was still in transition. For the ones that don't know, Alan was a Project Manager with Perreca and a valued employee for almost twenty years. In June of last year, he suffered a very serious stroke that left him greatly incapacitated. He went through a short rehabilitation in this area and, based on his condition, it was decided that he and his wife Crystal were best off moving to Florida to be with their son. He had further rehab and his present condition is such that he can move in his wheelchair and, with assistance, use a walker. His communication skills are limited but he does recognize individuals. Frank Dollbaum has been instrumental in helping Crystal on this end with whatever he can in this difficult time. Alan was a very important part of the Perreca management team and we all miss him dearly. We hope he continues to improve and wish him and Crystal all our best.

If you wish to write or send a note to Alan and his wife, please contact Frank Dollbaum.

**S**  
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## STEP Q SAFETY

*Patrick Galietta, Safety Director*

### LADDER SAFETY TIPS

We all use ladders at one time or another. Some of us may use ladders every day at work. As spring leads into summer, many of us will be using ladders around the house. In an average year, there are 93,000 injuries in the United States while using a ladder.

#### Here are a few simple guidelines to follow:

- Do not use makeshift ladders, such as barrels, boxes or chairs.
- Choose the right size ladder for the task, inspecting it before each use.
- Stay clear of power lines.
- Always face the ladder when climbing up or down using both hands, keeping centered between the ladder rails.
- Attach items to your tool belt or pull them up with a bucket and rope to your work location.
- Don't overreach.
- Never work from the top or top step of a stepladder, or from any of the top 3 steps of a straight or extension ladder.
- Extension or straight ladder bases should be placed 1 foot from the building (or top support, such as an eave) for every 4 feet of ladder length up to the resting position. Counting the ladder rungs will give you a good estimate of the length of the ladder; rungs are about 1 foot apart.

#### Climb Carefully

Another area that is overlooked is climbing equipment in playgrounds. Forty percent of all playground injuries are related to climbing equipment. More children are injured falling off horizontal ladders or climbing equipment than any other activity on the playground. You should always check that steps, rungs and handrails are in good condition. Playground equipment is subject to extreme weather conditions in our area, this may help contribute to defective playground equipment.

#### Important Safety Recall

**Louisville Ladder** – Certain Type IA, Type I and Type II 'D' Rung Fiberglass Extension Ladders, the fly section on the ladder may bind without locking. Only ladders with manufactured dates/date codes of September 2007 and October 2007 are affected.

**Michigan Ladder** – Certain Type IA, Type I, Type II 'D' Rung Fiberglass Extension Ladders, the fly section on the ladder may bind without locking. Only ladders with manufactured dates/ date codes of September 2007 and October 2007 are affected.

If you have questions regarding a ladder currently in use at Perreca, please contact Pat Galietta at extension 103.

***If your ladder is affected, STOP USING IT IMMEDIATELY***, and contact Louisville Ladder toll free 1-800-660-4356 or at [www.louisvilleladder.com](http://www.louisvilleladder.com)