

**MINUTES**  
**August 31, 2018**  
**11:00 a.m.**  
**ND PISB Board Meeting-Sanford Officers Training Center**  
**Mandan, ND**

1. Vice-Chairman Mike Wetsch called the meeting to order at 11:01 a.m. Board members present: Ernie Thurman, Nancy Miller, and Randy Ziegler. Board members absent: Mike Stensrud. Others present: Executive Director John J. Shorey III, Board legal counsel Monte Rogneby, Administrative Assistant Mary Swanson, Heather Ness-CoventBridge Group, Heidi Dolan-G4S Secure Solutions, Kevin Stewart-G4S Secure Solutions, John Pfau, and Debbie Hegg.
2. Minutes were reviewed from previous meetings. Nancy Miller made a motion to approve the minutes from the 5-15-18 meeting and 5-30-18 special meeting. Seconded by Ernie Thurman. M/S/C.
3. John Shorey apprised the Board Mary Swanson put in her written resignation with the Board and her last day of working is 8-31-18. John advised Mary offered to stay on and work before and after her new job and on weekends to assist with renewal season. Nancy Miller asked John what his thoughts were with renewal season and the need to have Mary stay on and assist. John stated his recommendation was for the Board to approve Mary to assist into the beginning of October. Nancy made a motion that the Board enter into a temporary agreement with Mary to stay on a part-time basis thru October 15, 2018 to assist with renewals. Seconded by Randy Ziegler. M/S/C.
4. John Shorey provided a summary of the unregistered employee violation with CoventBridge Group. John advised the unregistered employee was Jon Jacobson. John advised Jon Jacobson also has private investigator and agency licenses on his own. John advised the Board received a written response from CoventBridge Group. John informed the Board CoventBridge Group's license holder, Heather Ness, was in attendance. John asked Ms. Ness if she had anything to add. Ms. Ness added that there was an error in their internal licensing program that caused the error. John Shorey informed the Board CoventBridge Group does not have a disciplinary history with the Board. Nancy Miller made a motion that the Board issue a letter of reprimand to their file and six (6) months of probation. Ernie Thurman seconded. M/S/C.
5. John Shorey provided a summary of the unregistered/denied employee violation with G4S Secure Solutions. John advised the Board received an email from a G4S representative inquiring about applications for Clifton Ross and another individual. John stated Clifton Ross was denied on May 17, 2018 and informed the G4S representative of same. John stated the G4S representative asked for a copy of the denial paperwork which he provided. John stated Clifton Ross called the office and left a message. John said he talked with Clifton Ross on the telephone and Clifton Ross admitted to providing security services for G4S in Williston, ND. John stated a letter and email were sent to G4S inquiring about this situation and in the email requested G4S to immediately pull Clifton Ross from working. John stated G4S license holder Carl Page did subsequently send an email indicating that Clifton Ross had been removed. John advised he had talked to Carl Page yesterday. John said that Carl was having some issues with his flights, that Carl had the written response with him, and didn't know if he would make the meeting today. G4S Secure Solutions representatives Heidi Dolan and Kevin Stewart were present. Heidi stated she had the written response with her, but that it was not signed and needed the copy to address the Board. John stated he didn't know if they wanted to verbally provide their response, but that the Board would still want something in writing after the meeting. Heidi stated what John said was correct and unfortunately, they did have someone working out of their Casper, WY office unregistered



for 3 months. Heidi stated in their defense the employee passed the G4S internal background check. Heidi said it was an oversight on her part. Heidi stated they did not receive a copy of the denial paperwork. Heidi stated Mr. Ross was no longer with the company. Kevin Stewart stated G4S takes these incidents very seriously. Kevin stated one of the issues internally is that they have two different offices running different parts of ND. Kevin stated the Minneapolis office runs part of the state and the Casper, WY office runs another part of the state. Kevin stated one thing they are looking at doing internally is having one office run the entire state of ND. Kevin hoped that would be something that would be finalized soon and then they would report that to the Board. Kevin stated they are also looking to do some corrective action internally. Kevin stated until an employee has the registration card in hand the employee will not to be working a post. John stated that G4S was currently under a stipulation with probation with the Board. Kevin stated the previous violations were also out of the Casper, WY office and they are prepared to eliminate the Casper, WY office and have the Minneapolis office solely run the ND operations. Nancy Miller made a motion of a stipulation offer to G4S with a \$500 fine and a 1-year extension of their probation with G4S providing documentation to the Board in the next 6 months once the realignment has taken place. Randy Ziegler seconded. M/S/C.

6. Debbie Hegg asked if she could record this agenda item because of her civil case. Monte told Debbie that she could because it was a public meeting. John stated the Board received a grievance letter dated March 8, 2017 from Debbie Hegg. John stated the executive team looked at the letter along with Monte and sent a letter of inquiry to Bismarck-Mandan Security. John stated Bismarck-Mandan security provided a response. John stated on April 3, 2017 a letter was sent to Ms. Hegg that said in part the Board received her letter and after reviewing it was determined not to be a Board issue and the Board did not intend to take further action. On July 16, 2018 John stated he talked with Debbie Hegg on the telephone and she asked to be placed on the meeting agenda about her initial complaint. John stated he asked her to provide any additional information that she had from her initial complaint. John stated Debbie hand delivered her additional information to the Board's office on July 23, 2018. John said he talked with Monte and Vice Chairman Mike Wetsch and it was decided that we were going to allow Ms. Hegg to address the Board about her complaint. Debbie provided a brief background about herself and said this was the first time she had been terminated. Debbie talked about John Shorey, Monte Rogneby, and Mike Wetsch. Monte addressed Debbie and said that the point of today was for her to tell the Board why she thinks they should take some action. Debbie provided information to the Board about her complaint. Debbie stated her complaint was that her supervisor was changing her security report before it was submitted to the client and she was taking out security information about her relative who was leaving the property. Debbie stated that she reported this up her chain of command which was to her supervisor Mike Stensrud. Monte told Debbie he wanted to focus on what she wants the Board to do and why. Debbie stated her complaint is against Laurie Lee for changing her security report. Debbie stated her complaint would also be against Dakota Security for knowing about it and not informing the client and for not addressing it with Laurie. Debbie said her complaint was also against the security officer that was leaving. Debbie said Duane with Bis-Man Security also knew. A motion was made by Randy Ziegler to close the meeting for an executive session for attorney-client consultation concerning Debbie Hegg's complaint. Debbie commented that with Mike Stensrud being the Chairman of the Board and knowing this it floored her. Monte stated the Board would take what she said into consideration. Monte stated that Mike Stensrud was not in attendance, he did not participate in any of the deliberations and he wasn't involved in the decision on her initial complaint, and that he was not involved in if she was on the agenda today. Monte said the Board is taking appropriate action to protect itself from any conflicts of interest involving Mike Stensrud. Seconded by Ernie Thurman. A roll call vote was taken and it was unanimous. The executive session began at 11:50 a.m. The executive session adjourned at 11:56 a.m. The public was invited back for the open session of the meeting. Monte told Debbie the Board discussed her complaint and he thinks the will of the Board is to take it under advisement and the Board is going to



wait and see how the civil case works itself out and then, if appropriate, maybe will visit the complaint down the road.

7. John stated on July 17, 2018 he had received a call from Board Chairman Mike Stensrud who had received a complaint from an individual regarding John Pfau who is a weapons instructor. John said the only item within the complaint they thought was an issue was there was an allegation that John Pfau was letting students utilize notes while taking the written weapons exam. John stated he wrote a letter to John Pfau. John stated John Pfau came into the Board's Office on an unrelated matter before he had received the letter. John stated he gave John Pfau a copy of the letter and John admitted that he let people use written notes during the weapons exam. John stated in a subsequent email John Pfau provided a written response about the complaint. John stated in talking with Mike Stensrud it was noted that there is nothing specifically in the Administrative Rules or Century Code that deals with letting students use notes during the exam. John Pfau addressed the Board and stated he was unaware that this violated any rules and he was here to answer any questions the Board may have. John Shorey stated John Pfau indicated to him he would stop allowing students to use notes. Monte said it would be hard to take disciplinary action for a misunderstanding when its not abundantly clear what the rule is. Monte said if the Board wants to act it should be to clarify that these weapons exams are closed, and it should state that in the instructions provided to weapons instructors. Nancy made a motion to include the verbiage on the weapons exam disclosure sheet that the exams are closed. Randy Zeigler seconded. M/S/C. Debbie Hegg and John Pfau left the meeting around lunch time.
8. John provided a summary of the unregistered employee violation with Union Colony Protective Service, Inc. employee Dean Else. John stated Dean had dropped off an incomplete application at the Board's Office. John stated during that interaction Dean admitted to providing security services in North Dakota without a registration with the Board. John stated the incomplete application was sent to Union Colony Protective Service, Inc. and the Board has not received a corrected application back for Dean. Nancy Miller made a motion to propose a stipulation to Union Colony Protective Services, Inc. with a fine of \$500 with one-year of probation. Ernie Thurman seconded. M/S/C.
9. John provided a summary of the unlicensed security violation with Eagle Eye Security Systems. John stated this agenda item started with someone contacting the Board to do a license verification of Eagle Eye Security Systems. John stated Eagle Eye Security Systems is not a licensed security agency or private detective agency. John stated either the same day or the day after Phil Steiger with Eagle Eye Security Systems contacted the Board and talked with Mary and said he was going to get licensed. John stated Phil later requested a study guide. Mary stated in her conversation with Phil he indicated they did do some security work. John stated a letter was send to Eagle Eye Security Systems. John stated they did not received a written response from Eagle Eye Security Systems, but Phil Steiger called the Board's Office yesterday and talked with Mary. John said that he also talked with Phil. John stated Phil told him they have done security work in North Dakota in the past and that he has stopped doing security until they become licensed. John stated Phil indicated he would provide a written response. There was discussion and it was decided to wait until Phil Steiger provides a written response as to Eagle Eye Security Systems' activity within North Dakota. John confirmed with Monte if Phil Steiger/Eagle Eye Security Systems applied for licensure that the Board would not issue a license until the unlicensed activity matter was resolved. Monte agreed.
10. John provided a summary with the unlicensed security activity complaint regarding Jade Presents. John stated a letter was sent to Jade Presents and a response only regarding the Fargo AirSho was received from Jade Presents. John stated a reply email was sent to Jade Presents requesting a full response to the



initial letter and a response has not been received. There was Board discussion and it was decided if a timely response was not received from Jade Presents for Monte to send them a letter.

11. Vice-Chairman Mike Wetsch advised he was going to recuse himself from the Todd Baily, Sr. matter as Todd was a former neighbor of his. John provided a summary of the potential unlicensed security activity complaint with Todd Baily, Sr. John stated Todd Baily's wife has a current application pending with the Board for licensed security provider and licensed security agency. John stated beyond the initial information provided he did not have any information that Todd Baily, Sr. was conducting unlicensed security activity at this time. John advised he did not think any further action was needed at this point.
12. John provided a summary of the issues regarding Armored Knights and license holder Trevor Millikan and Mr. Millikan's status with Armored Knights. John stated a letter was sent to both Armored Knights and Trevor Millikan requesting a written response from them. John stated at the initial application of Armored Knights listed Trevor's ownership of Armored Knights as 16%. John stated in the reply responses from Dan Knight and Trevor Millikan they indicated that Trevor does not have any ownership in Armored Knights. John stated the Board should have received notice of Trevor's ownership change and the new person having 16% ownership would have needed to make application with the Board and it appears that did not happen. Monte commented that the license holder doesn't need to be an owner any more. John replied that was the case, but if the license holder is not an owner, the Board requires a letter from someone with in the structure of the agency that the license holder is a "decision maker". Randy Ziegler made a motion to propose a stipulation to Armored Knights with a fine of \$500 and for them to submit the applicable applications for the ownership changes within 30 days. Ernie Thurman seconded. M/S/C.
13. John summarized the two complaints received against licensed private investigator Richard Berg. After some discussion, the Board directed Executive Director John Shorey to contact the complainants and advise them to contact the appropriate Law Enforcement agencies with their complaints. The Board indicated they would look at anything that arises out of said law enforcement investigations. Monte commented there were civil remedies available for the complainants as well.
14. John discussed options with sending CHRI to executive committee members. John stated chairman Mike Stensrud asked for options on how to send CHRI to executive committee members instead of mailing them. John stated he talked with ND BCI who advised faxing was an acceptable method. John also mentioned executive committee members picking up the CHRI from the Board's office as an option. After some discussion, Board members asked John to look into electronic means for executive committee members to review the CHRI for appeals. Executive committee members Mike Wetsch and Nancy Miller indicated they would be willing to come to the Boards office to pick up CHRI from the lockbox. John advised he would talk with Mike Stensrud to see how he wanted the CHRI sent to him in the interim.
15. John advised he and Justin Hagel of the Vogel Law Firm testified in front of the Legislative Management's Administrative Rules Committee on June 14, 2018. John stated the administrative rules went into effect in July 2018. John stated an email was sent to all license holders regarding the Administrative Rules changes.
16. John stated he attended the Legislative Audit and Fiscal Review Committee on June 27, 2018. John stated Overmoe and Nelson LTD provided a telephone presentation to the committee of the 2015-2016



audit of the Board. John stated there was no questions asked of him and that he did not speak at the committee meeting.

17. John provided the Board with information for the 2018 IASIR Conference in Scottsdale, AZ October 24-26, 2018. Ernie Thurman made a motion to approve sending John to the 2018 IASIR Conference. Randy Ziegler second. M/S/C
18. John advised the Board received a letter from the ND Legislative Council that executive branch agencies may prefile bills with the legislative council before the legislative session. After some discussion there were no legislative issues identified at this time.
19. John advised he and Mary had attended QuickBooks training put on by Fred Pryor Seminars on July 9<sup>th</sup>, 2018. John stated Steve Johnson had been training them recently on how to do the payroll in QuickBooks. John stated Steve mentioned he would have to train them on how to do the fall quarterly payroll and the end of year paperwork. John advised Steve's agreement with the Board ends in August. John stated Steve was willing to assist them with the fall quarterly payroll and end of year paperwork for \$500. Nancy Miller made a motion to approve the arrangement with Steve Johnson and compensate him \$500 for assistance with the fall quarterly payroll and end of year paperwork. Ernie Thurman seconded. M/S/C. John advised he would bring information to the November Board meeting regarding accounting services for next year. John advised his recommendation was the Board enter into an agreement with an accountant for assistance.
20. Monte discussed an email and letter received from the North Dakota Office of Attorney General about a professional licensing board member orientation and training seminar led by them. Monte stated this was driven by a US Supreme Court Case. Monte advised he has the dates on his calendar and he will advise the Board when he learns more.
21. John suggested to the Board that a review of the current licensing exams and study guides takes place due to administrative rules changes. John advised he would also like Board approval to compile a new study guide utilizing the current and old study guides until a potential review takes place. Vice-Chairman Wetsch appointed a committee to review the exams and study guides consisting of himself, John Shorey, Ernie Thurman and Randy Ziegler. The Board directed John Shorey to compile a usable study guide for the Security Provider exam in the interim. John advised after complied, he would have the Board Chairman review the study guide before it is utilized.
22. Monte provided an update on the J-N-T Security unregistered employee violations. Monte stated a certified letter was sent to J-N-T Security and the letter was not picked up. Monte stated they were in the process of having the letter served. Monte advised he would have more to report on this matter at the next meeting. John asked Monte if he were to receive a renewal application for J-N-T Security how he should handle it. Monte's recommendation would be to not renew the license until this matter is resolved.
23. John discussed the Board's options going forward with Mary's resignation. John stated the position of Executive Director is different now from when he originally accepted the position. John stated he was taking on more of a full-time role with the Board. Nancy Miller made a motion for the Executive Committee to work with John on long term personnel solutions and to bring a proposal forward to the full Board before the November meeting for consideration. Seconded by Ernie Thurman. M/S/C.

24. Next board meeting will be November 27, 2018 at Sanford Officer's Training Center in Mandan, ND at 11:00 a.m.
25. John advised two the CD's that were in the amounts of around \$20,000 each that were at Starion Bank were cashed out to cover legal expenses. John stated there was currently about \$13,000 in outstanding legal invoices and he was waiting for the checking account balance to increase prior to paying the bills. John stated he had previously checked with Monte on holding off on paying those legal fees. Monte confirmed that was still fine. John stated currently there was about \$20,000 in the Board's checking account. Board Treasurer Nancy Miller gave the financial report and as of July 31<sup>st</sup>, 2018 the Profit & Loss showed a loss of \$39,216.37. Nancy noted that was in large part due to legal fees. Nancy commented renewal season would help the financials. Nancy said she had reviewed the financial statements and bank statements and everything appeared to be in order. Ernie Thurman made a motion to accept the financial report. Seconded by Randy Ziegler. M/S/C.
26. A motion was made by Ernie Thurman to close the meeting for an executive session for attorney-client consultation concerning Advanced Security and William Gordon update, B & C Security update unlicensed activity, TigerSwan update, and Leighton Security update. Seconded by Randy Zeigler. A roll call vote was taken, and it was unanimous. The executive session began at 1:36 p.m. The executive session adjourned at 2:08 p.m. The public was invited back for the open session of the meeting.
27. Randy Ziegler made a motion to approve an administrative action against TigerSwan and Mr. Reese. Ernie Thurman seconded. M/S/C.
28. Ernie Thurman made a motion to adjourn the meeting. Second by Randy Ziegler. M/S/C. Meeting adjourned at 2:09 p.m.

Note: ND PISB Administrative Assistant Mary Swanson left the meeting at about 1:15 p.m.

  
Chairman

11/27/18  
Date

  
ND PISB Executive Director

11/27/18  
Date