



Cooperative Public Agencies of Washington County Minutes for July 20, 2017

Members Present:

Chair, Vance Walker, City of Tigard

Mark Crowell, City of Cornelius

Secretary, Julia Erickson, City of Hillsboro

Teri Cunningham, City of Beaverton

Justin Jensen, City of Hillsboro

Keith Lewis, Washington County

James Vitko, Clean Water Services

Ken Schlegel, Washington County

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at The City of Cornelius's Public Works Office, located at 1300 Kodiak Circle, Cornelius, OR 97113.

Introductions:

All members present introduced themselves. New members James Vitko and Teri Cunningham were introduced. James is replacing recently retired Don Januik of Clean Water Services. Teri will be taking over the Secretary duties for Julia.

Host Presentation:

Mark Crowell discussed the City of Cornelius Fire Department's use of the "Wave" cell phone program which works in conjunction with 800MHz radios. Forest Grove's Fire Chief also serves as the Fire Chief for Cornelius and Gaston. The Fire Chief would like to attend an upcoming meeting to review this cell phone program usage, and determine if there is interest among the agencies for utilizing this program for communication needs and mutual aid situations. Mark will contact the host agencies for the September and October meetings to determine if the Fire Chief would be able to present this information during one of those meetings.

Mark also provided a brief overview of their Fire Department's staffing, and resource sharing with neighboring fire departments.

Financial Report:

Due to the need to establish a financial responsibility for the group as opposed to TVFR managing the accounts, there was not an updated Financial Report for this month. However, Julia is not aware of any changes to the account.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

There was not an RDPO meeting within the last month. Keith mentioned that the County has an opportunity to use grant funds to obtain four gas monitoring units for the Confined Space program they are in the process of developing. The units they are looking into cost approximately \$1500 each. The grant deadline is about one year out. So they have time to review their options. James indicated that CWS is investigating the use of a wireless gas detector in conjunction with a mapping layer to receive data remotely. They are working with Industrial Technology in reviewing this option. One of the benefits of the wireless technology is the ability to store bump-test data. With the current docking stations, if there is an event in which the docking stations are damaged, the bump-test history would be lost.

Vance gave a brief review of the RDPO's (Regional Disaster Preparedness Organization) function in working with Homeland Security Funding to assist agencies in procuring vehicles and equipment for emergency situations. Although equipment purchased via grant funds would be available for use by the purchasing agency, in the event of an emergency the equipment would need to be made available to agencies as needed. Agencies are ranked in accordance of "vulnerability" with those at higher risk given priority for funding. Members of the group are investigating options such as a water purification system, and a debris management truck with self-loading capabilities.

Storm/Sanitary:

James reported the Evergreen disposal facility is tentatively planned to open on August 15th. This facility is for the disposal of sweeper and vactor debris. They are also investigating the option of processing some sani loads.

CWS is in the process of performing root line foaming. Please submit lists and maps of any lines needing attention to James.

Fall (Spring) Workshop:

The Spring Conference date was tentatively scheduled for April 19th. Julia will contact Hillsboro's Civic Center to reserve the conference rooms. (NOTE: Because the conference room were already booked, the date has since been tentatively changed to April 26th.) Vance will develop an email to send to the group regarding any agencies' interest in participating on the planning committee. It was previously suggested that this year's presentations be geared toward the crew level trainings, and alternate with leadership trainings every-other year.

Old Business:

- As mentioned above, Teri Cunningham was welcomed to the group, and will take over the Secretary duties. Julia's last meeting as Secretary will be September 21st.
- Keith and Ken recently spoke with Todd, the APWA Chair, regarding the potential for the APWA to manage the CPAWC's finances. Although this may be an option, Todd mentioned the group would have better control if the funds were managed through a local agency. Vance will contact Don Newell with the MORE group to inquire how their funds are managed. It was also suggest that the CPAWC may want to consider applying for non-profit status. This would require an application to establish a Tax ID number. The group would also need to elect a Treasurer. It was suggested that the member agencies contact their local banks regarding the process and any fees involved.

- Agency members are asked to review their vehicle/equipment lists currently posted on the CPAWC website. Members will need to update their portion of the lists and submit them to Keith Lewis. Keith will send an email to the group to request this information.

New Business:

- Invoices for annual dues will need to be mailed in the next month. Per discussion, the annual dues will remain at \$275 for the year. Julia will contact TVFR and determine if they are willing to accept the dues while the agency works on establishing a financial management option.

Topic of the Month:

There was no topic of the month for this meeting.

Ken mentioned the Winter Planning Meeting which is scheduled for October 31st, from 9:00am to 11:30am, at Washington County's LUT, located at 1400 SW Walnut Street, in Hillsboro. Agencies are asked to update their contact information, and sandbag location lists and submit them to Sharon at Washington County. Agencies are also asked to submit a list of their snow and ice removal vehicles and equipment to Sharon. This list is to be separate from the overall vehicle/equipment lists.

Topics under consideration for the Winter Planning Meeting include the following:

- LUT Operations & Management's Operations Plan
- Public Information Officer Messaging
- LUT Snow Zone Signage, similar to that used by ODOT
- National Weather Services' weather forecast
- ODOT's mag-chloride vs road salt program

CPAWC AT WORK:

Equipment Sharing:

City of Tigard:

- Pat Hoff, Beaverton's arborist, assisted the City of Tigard and provided an Arborist's Report for seven black walnut trees. Tigard will most likely hire a tree service to perform the necessary work.

Clean Water Services:

- Hillsboro borrowed nozzles for cleaning a culvert going under one of their roads.

Washington County

- Tigard's zipper is being stored at Washington County. The County has used this machine a couple times on their job sites.
- "Big Truck Day" is scheduled on August 5th, in Beaverton. Ken will send information to the group regarding this event.
- Washington County recently purchased an Elgin 600 Sweeper/Vac combination. They will be sending crew to Waco, TX for training regarding the operation of this unit.

- Washington County is working with Hoss Paving on a jobsite on West Union Rd. They are hauling the road grindings from the site for Hoss.

City of Cornelius:

- Cornelius borrowed a tilt deck trailer from the City of Forest Grove for use in CDL testing for some of their crew.

Discussion was held regarding the manner in which agencies are managing their CDL testing. A couple of the agencies use Trans 360 to conduct this testing. Currently, Trans 360's drive test route begins at Hillsboro's Maple Street location, which will be unavailable in the near future. Julia will contact Trans 360 for an update regarding establishing new drive routes in Hillsboro. As also discussed, most of the agencies reimburse employees for the test fees once they pass the exam. However, if multiple attempts are made prior to passing the exam, the employee is only reimbursed for the fees for the test in which they were successful.

The meeting was adjourned at 10:15am.

Next Meeting:

September 21, 2017
City of Tualatin
10699 SW Herman Rd
Tualatin OR 97089