



## **Cooperative Public Agencies of Washington County Minutes for September 15, 2016**

### **Members Present:**

Chair, Vance Walker, City of Tigard  
Justin Jensen, City of Hillsboro  
Bert Olheiser, City of Tualatin  
Keith Lewis, Washington County  
Dave Willer, City of Forest Grove

Mark Crowell, City of Cornelius  
Secretary, Julia Erickson, City of Hillsboro  
Don Januik, Clean Water Services  
Deb Dalenberg, Washington County  
Kristal Winders, City of Forest Grove

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at the City of Forest Grove, located at 1915 Main Street., Forest Grove, Oregon.

### **Introductions:**

All members present introduced themselves.

### **Host Presentation:**

At the close of the meeting, several members toured the City of Forest Grove's Water Treatment Plant. This plant provides a secondary water source for the City. In addition to managing this water system, The City of Forest Grove also maintains their own electrical power source for their residents.

### **Financial Report:**

Chair reported expenses of \$100 paid to Sagervision for website maintenance; and revenue of \$2750 in the form of annual dues paid by member agencies.

### **COMMITTEE REPORTS:**

#### **Fleet:**

Craig Crawford absent – no report given

#### **RDPO Update:**

The group did not meet this month. No report to present.

Craig recently indicated interest in information regarding VMBs from member agencies. Dave suggested he contact Rick at Forest Grove regarding their VMBs. As discussed, the Vermak brand looks like it may be a better option than ADCO. The Vermak version offers the ability to

rotate the sign, as well as rotate the solar panels. However, this option is likely to be more expensive.

### **Storm/Sanitary:**

Don Januik – As previously discussed, CWS has closed the Forest Grove location to debris dumping. Don indicated CWS has hauled some loads of debris to Bravo for disposal. The City of Hillsboro set-up a permit for hauling to Waste Management. Don indicated that CWS plans to break ground on their new location next week, with intentions of opening the location at the end of March.

### **Fall (Spring) Workshop:**

As previously determined, the next conference will be scheduled in the spring of 2017.

The Committee Members met and selected the Conference theme as “Developing Leaders & Leadership”. Committee Members are making contact with potential presenters for keynote and break -out sessions. Potential presenters include the following:

- Jeannie Nyquist, several related course topic options offered
- George Carroll, leadership topics
- Dave Militech, leadership
- Katie Jensen, DiSC assessment overview

Most of the presenters have offered their services at no cost to the Co-op.

Due to conflicts with conference room availability, the planned date of the Conference has been changed to April 13<sup>th</sup>. The Committee will verify presenter availability and provide updates as plans are confirmed.

### **Old Business:**

No old business to review.

### **New Business:**

- Due to the Conference planned in April, there will not be an April CPAWC meeting.
- Julia will obtain a list of member agencies who have paid their annual dues, and send reminder invoices to those who have yet to pay.
- A sales representative for PSD Software contacted Vance regarding potential interest of the group for providing a demonstration of their asset management software. Information regarding this product may be viewed at [www.Hiperweb.com](http://www.Hiperweb.com). If members are interested, Vance will contact the vendor to arrange a demo.

### **Topic of the Month:** Agency after-hours On-call programs

- The group discussed their agency’s on-call programs, providing the following information:
  - **City of Hillsboro:** Sr. Techs provide coverage on a voluntary basis, with one week assignments. Hillsboro recently added a layer of coverage with mandatory Coordinator assignments for secondary on-call, also assigned on a weekly basis. The Sr. Techs are required to take the On-call vehicle home during their assignment to ensure 30-minute response time to the City. Coordinators

are not required to drive a City vehicle because their response would first be to the Operations yard to retrieve needed materials or equipment. For insurance reasons, non-City passengers are not allowed in the On-call vehicle.

Crew members, and Coordinators, each receive incentive compensation of 1.25 hours of straight time per covered day, which may be received in pay, or applied to their comp banks. Compensation for calls received are at overtime rates and are not applicable to the 40-hour work week. Calls handled by phone are compensated by one hour of overtime pay. Calls requiring the crew member to respond to the field are paid at two hours of overtime pay minimum, or the actual amount of time worked if over two hours.

- **City of Tigard:** Utility Worker IIs, and Sr. Utility Workers serve one-week assignments on a voluntary basis. New employees are allowed to participate only after having completed their probationary period, as well as spending time working in each area of their Operation's programs, which includes their Water, Sani/Storm, Street, and Fleet Sections. Although a Supervisory level coverage is not currently assigned, the on-call person will call their supervisor if additional assistance is needed. Crews are compensated a two-hour minimum for responding to calls in the field. They are not compensated for calls handled by telephone.

Tigard does not require on-call personnel to drive a City vehicle at this time. However, they are working with their Risk Management Department regarding requiring minimal insurance coverage levels for on-call employees who chose to drive their personal vehicle.

- **City of Forest Grove:** Program is similar to the City of Tigard's. However, all crew members are required to participate in the program on a rotating basis. New employees are added to the rotation upon completion of their six-month probation period.
- **City of Cornelius:** On-call coverage is mandatory for all crew members who hold a CDL. If a crew member needs to trade coverage dates, they are required to get another crew member to trade. Cornelius does not provide a vehicle for crew members to drive home at this time. On-call crew member are required to contact Mark, or a Foreman, with any questions or for assistance. Compensation is similar to that of the City of Tigard.
- **City of Tualatin:** On-call participation is mandatory for all Utility Worker IIs. On-call coverage is compensated at ten hours pay for the week. The on-call person may contact a supervisor, or Sr. Utility Worker for questions or assistance. On-call personnel are required to find coverage for their assigned period prior to any vacation request being approved. Crew members are "on the clock" from the time the call is received. A 45-minute response time is required. Tualatin does not provide an on-call vehicle at this time.

- **Clean Water Services:** CWS's five supervisors are required to participate in the program on a rotating basis. The supervisor drives a CWS vehicle during their on-call coverage period. Non-CWS passengers are not allowed in the vehicle. Calls are received via an answering service. CWS then utilizes a "Rapid Reach" phone program to send a message to all crew members at once for potential assistance. Crew members indicate by touch-tone on their phones if they are available. The supervisor receives those responses and selects the most appropriate crew to assist, based on skills required for the situation, and order of response.
- **Washington County:** Coverage is provided by mandatory assignments of their five supervisors, on a weekly rotation. (Three Maintenance Supervisors and two Management Analysts) They are compensated one hour per every eight hours of after-hours coverage. Supervisors are to call Keith or Dave Schamp for assistance, or if the event a road closure will go beyond eight hours. Calls are received via WCCCA, with response time being "ASAP". Compensation begins once the Supervisor leaves their home in response to a call. The supervisor drives the on-call vehicle during their assigned coverage period.

The County maintains a voluntary "on-call assistance" list of crew who indicate they may be available to assist. Two-person crews are required for response to the field. They also maintain a voluntary list of "stand-by" personnel that are compensated at three hours per day for being on stand-by. Additionally, the county may have a night crew working who will assist with on-call needs.

- The majority of the group indicated that pay for call-outs is protected overtime, not subject to the 40-hour work week.
- Justin indicated that many fire departments utilize the "Active 911" system in which available crew member's locations are indicated on a map. This system also allows for informational documents to be sent to crew members, as well as pre-scheduling availability.

## **CPAWC AT WORK:**

### **Equipment Sharing:**

- City of Tigard
  - Tigard's asphalt zipper is currently located at Washington County, and is occasionally used by the County for their projects.
  - Tualatin has borrowed a walk-behind grinder. Bert indicated this grinder was not as efficient as hoped for their purpose. They have since borrowed a less aggressive grinder from Apply-A-Line.
  - A Lake Oswego family donated several large rhododendrons for Tigard's parks. Lake Oswego dug up and transported the rhododendrons to Tigard for replanting.
- City of Hillsboro
  - Borrowed Washington County's loader with center pick for building a temporary decant station at their new Public Works yard.
  - Washington County borrowed Hillsboro's impactor for use with their backhoe.

- Justin stated with the completion of the 28<sup>th</sup> Avenue project, this adds three VMBs to Hillsboro's inventory. One or two of the current VMBs were purchased via a UASI Grant and could be available for sharing with other agencies.
- City of Cornelius
  - Borrowed a concrete grinder from Forest Grove
  - Took down some large trees and donated the large trunks to Hillsboro's Jackson Bottoms Wetland for natural habitat placement.
  - Hillsboro Public Works and Water used the City of Cornelius's decant site prior to hauling debris for disposal. Hillsboro Water has hauled Cornelius's debris in exchange for use of this site. Per Justin, Hillsboro Public Works has since established a temporary decant bin and is now decanting at their current Operation's location prior to hauling debris to Waste Management.
  - Mark indicated the City of Cornelius will have a 1991 Aquatech V10 for sale in about six months. However, it may need about \$5000 in repairs to work properly.
- City of Tualatin
  - Borrowed bucket truck from Tigard
- Washington County
  - Utilized Cornelius's decant site
  - May have been previously mentioned – loaned one VMB to Hillsboro for the Air Show event.
- City of Forest Grove
  - Dozer on loan to ODOT at their Manning location'
  - Assisted ODOT with culvert replacement
  - Swept street shoulders in Gaston in exchange for magnesium chloride

**Training:**

- Deb reviewed the following upcoming training:
  - NW Training to provide two Confined Space Trainings at Washington County LUT on October 12<sup>th</sup> and 19<sup>th</sup>, from 9:00am to 2:00pm. Cost is \$72.50.
  - The following Road Scholar courses are being offered locally. Contact ODOT T-2 website for registration.
    - RS 5 & 6 – October 18<sup>th</sup>
    - RS 7 & 8 – October 19<sup>th</sup>
    - RS 12 – September 26<sup>th</sup>
    - RS 18 – October 20<sup>th</sup> at Washington County

The meeting was adjourned at 10:30am

**Next Meeting:**

October 20, 2016  
 Tualatin Hills Parks & Rec  
 6220 SW 112<sup>th</sup>  
 Beaverton, OR 97008