



Cooperative Public Agencies of Washington County Minutes for February 12, 2015

Members Present: **Chair, Dave Willer – Forest Grove**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec
Mark Crowell – City of Cornelius
Deb Dalenberg – Washington County
Guy Graham– City of Lake Oswego
Don Januik – Clean Water Services
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Ken Schlegel – Clean Water Services
Chris Walsh – Washington County

Chair Dave Willer called the meeting to order at 9:05am. The meeting took place at 1300 Kodiak Circle, Cornelius, Oregon.

INTRODUCTIONS

All members present and our guests Rick Larson and Phil Pope from Forest Grove Power and Light Department introduced themselves.

HOST PRESENTATIONS

Rich Larson and Phil Pope provided a visual presentation to demonstrate Power Line Safety for First Responders.

They asked questions such as what should you do if you come across a scene and see a car with lines on it or a tree with a line in it. What is the safe response? Using a Jacob's ladder to demonstrate how the current flows we were able to see how the currents would go to the ground and how you need to wait for someone from the power company or emergency personnel to come assist you. Staff with protective, insulated tools, such as gloves can safely approach lines or will turn off the current.

Another scenario to keep in mind is flying kites or Mylar balloons getting caught in lines. You should stay at least 10 feet away from overhead wires at home, and in the workplace with cranes, the new requirements are now 20 feet away. Overhead copper that is bare is also a current carrying device. You don't always know which line is the neutral; it's not always the one on the bottom. Also, if they have come down and are

lying on the ground, you really can't tell which is the neutral line. Even a neutral line deserves respect.

What should you do when you come across a line when you are on equipment? Stay on the equipment until help arrives and turns the power off on the line. Unless you are already out of the hole and away from the hot line. As a general safety reminder: don't lean on equipment when in the field.

Keep in mind, the lower voltage is typical of what homeowners get hurt with, not just the dangerous high voltage out in the field that we as workers come across. Old wire in the ground is something that you should always stay away from, it could be very dangerous.

The power department requires two people on the job for safety to work on the lines. They have safety briefs before they address the job. So in the case of an on the job injury, they have to be able to rescue their coworker with a hand line, cut off the climbing belt, and have people on the ground to help. They do train for this type of potential outcome yearly. Now they are required to use chokers to climb. They can never be unbelted. Additionally, one staff is designated as a safety watch.

Dave Willer asked about a recloser. In their system it comes back three times as hot and so you don't see an arch, but it doesn't mean it's not hot, so although you may not see the line as sizzling, it's still dangerous.

Rich and Phil closed after answering a few more questions from members.

FINANCIAL REPORT

Dave Willer reported the current balance of \$11,205.57 ending January 31, 2015.

Dave further reported that CPAWC's web domain is up for renewal and we need to decide if we want to renew it and if so, do we want to renew for one year or up to five years. Dave asked Melissa Koons to briefly update the group on the status of the website and the cost of updating. Melissa shared that our account with Network Solutions for our CPAWC domain expired on 2/8/15 as our designated account manager for payment purposes, Debbie Vuylsteke who retired December 2013 was not able to receive the email notification. Melissa negotiated a 15-day grace period with Network Solutions to protect our domain while we work out payment and they agreed to keep it up and running during that time period. We need to follow up on getting our primary account manager updated, following the instructions they sent via email. Andy Smusz, who replaced Debbie as Financial Operations Manager at Tualatin Valley Fire & Rescue (TVF&R) is working on payment and updating the account, No. 25143372.

We last paid \$114.95 for a five year renewal in 2010. Current cost for a renewal is \$34.95 per year, preferably another 5-year renewal which would total \$174.75.

Keith Lewis made a motion that we proceed with a 5-year renewal of our CPAWC domain fee. Mark Crowell seconded the motion. Took a vote of all members present: all were in favor.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that the committee met on 1/28/15. He will provide a copy of the minutes to Melissa Koons. Eight members met, two were new members.

They discussed what agencies are buying as well as preparing for new budgets. Hillsboro is requesting a metal fabrication (ironworker) tool for their fab shop and Beaverton is requesting funds to retrofit four vehicles for autogas (propane).

They also discussed tire repair standards. Hillsboro asked what other agencies' standards are. Washington County provided their standards and as a result, several agencies are considering adopting their standards.

Last, they talked about CWCCC alt-fuels and that Oregon DOE revised the alt fuel grant to include vehicles instead of only including infrastructure projects. Beaverton will be requesting money to retrofit vehicles as a result.

Mark Crowell asked what Craig thought about fuel prices for budget purposes. Craig responded that he thought it would probably go back up to approximately \$3 and sit right there.

RDPO Update

Keith Lewis was unable to attend the last meeting. March is the next scheduled meeting.

Storm/Sanitary

Ted Claussen reported that a meeting was held on January 21, 2015. The main topics covered were TV import and updates on FOG, line sealing, and the CWS Recycling Center.

Brown grease was recently introduced and they were able to run all four generators with no problem, the goal is to supply gas out of Rock Creek.

Ted explained that the Recycling Center is back on track and is now expected to be done in approximately 9 months. They have moved out of the vector load site, will keep taking materials out as have done previously. Beaverton brought out a couple of loads yesterday at Forest Grove and it worked well, dewater, not dry.

They are prepping for their audit; DEQ was on site yesterday to meet with management.

CWS is also hosting a new workshop to gain CEU's and plans to extend the opportunity to CPAWC members. In-house presenters will be training on Wastewater Collection, likely ½ day class.

It was Ted's last meeting to chair due to his retirement. Ted introduced Don Januik and Ken Schlegel further adding that Don will begin as Ted's replacement beginning February 22nd and that Ken works in Risk Management.

Ted provided Melissa with minutes from the meeting.

Training

Deb Dalenberg reported that Tri-Met is scheduled to train on February 24th from 8am-8:45am. This training is required every two years.

Deb talked to Bill Kolzow and has plans for flagging classes in May and November. Deb also learned that the Roads Scholar program no longer has to be completed in five years and that the program is not scheduled to come here in 2015, but perhaps in 2016.

Deb has scheduled a second PSU Business Writing class on March 26th and 27th. Contact her for further information about this hands-on writing class. It was very popular the first time it was offered.

Fall Workshop

No report.

Subcommittee

No report.

OLD BUSINESS

Regional Resource Directory

Dave Willer asked to Chris Walsh update the group with the current status of the directory, asking Chris to talk to us about the changes since our January meeting when we voted to fund it and what direction he thinks we are heading now.

Product History:

- The Regional Resource Directory (RRD) was initiated about 15 years ago within the CPAWC as a way to consolidate vendor lists and have them externally managed.
- Over time, the RRD grew to include Clackamas County and the Portland Water Bureau.
- In 2014, the RRD was funded by Urban Area Security Initiative (UASI) grant funds, and included the five metro counties – Portland Water Bureau exited the project.
- The 2015 update has not been funded by many counties and is being reviewed for viability for future funding. Columbia County exited the project. Tualatin Valley Fire and Rescue joined the project as a funding partner.

RRD Features:

- Currently includes over 2500 vendor listings throughout Washington and Oregon.
- Contact information for each vendor listing is verified every year by a contractor: HBE (Healthcare Business Education, Inc.).
- Contact information for each vendor includes email and 24-hour phone number.
- The directory includes sections covering communications, government agencies, non-profit disaster services, special listings (elected officials), and vendors by category.

- Includes access to an online database of vendor listings that is searchable by resource type or geographic listing.

Project Timeline:

- Project is managed by the Regional Disaster Preparedness Organization's (RDPO) Resource Management Committee (RMC).
- Project is updated annually, currently seeking a 2016 directory that will be updated from July 1 through mid-December.
- Current proposal for 2016 directory is for \$13,467.50.
 - TVF&F: \$1,000.
 - Clackamas County, Clark County, Multnomah County, and Washington County: \$3,116.88 each.
- Project is currently on hold pending a needs assessment by all project partners who will review procurement processes within their logistics sections (within their emergency operations centers).

Mark Crowell asked if our budgeted \$5,000 were to be used, would that cover the costs. Chris responded that if it is kept as is then Washington County's portion would be \$1,311.88 not including any printed copies, which would likely be \$150 each. Also, WA County Risk Management has \$600 in their budget that they may be able to contribute. The committee wants to find ways to streamline the project and make it less expensive.

Mark stated that since we budgeted for it that we should each get a printed copy.

Guy Graham said that Lake Oswego will be participating in an exercise and wondered if it would be a good idea for them to take the current 2014 guide with them to the exercise and have them work with it during the scenario. Guy also thought it may be good to take the guide to the EMI. All thought these were great ideas.

The group discussed how the guide is typically used during a disaster and thankfully, we just don't have them very often. Questions were asked about how other agencies put these types of guides together, but Chris responded that he didn't know if anyone else has this type of guide.

Chris shared that the committee will meet in two weeks and continue to meet until July when a decision will be made. They are looking at core needs, going back to basics and talking logics, trying to make a product that fits the needs of users. Chris asked us how we use it and to share with him directly any feedback. Chris will send Melissa a summary of the project to update to all members as well as provide them with an opportunity for contacting Chris with their feedback.

NEW BUSINESS

2015 Green Transportation Summit & Expo

Craig Crawford spoke to the group about the Summit & Expo and how his contact, Brian Trice, Alternative Fuels Transportation Manager with Linn Benton Community College and the Conference & Events Director offered our members at \$50 discount for an in-kind sponsorship to have our CPAWC logo on their website and their link to the event on our website.

To ensure our members all know about the discount, Melissa will send out an email with the discount code to members. The event is April 21-22, 2015 at the Portland EXPO Center

Rivergrove Water District On Call Request

Through an email sent by DJ Ezell, Dave Willer presented DJ's request that any agencies that may have operators with WD2 certification that would consider doing paid standby or on call work for Rivergrove Water District when their operators are not present to contact her at dj@rivergrovewater.com or 503-635-6041. Melissa agreed to send out an email to all members.

CPAWC AT WORK

Please submit your sharing logs online at www.cpawc.org.

Sharing Around the Table

Recent sharing was discussed and will be reported online. Melissa Koons reported that the 2015 Sharing Logs have been updated and posted on the website.

Dave Willer announced that Nicole Danielowicz had a healthy baby girl and will be returning to work on March 2nd.

Chris Walsh stated that an earthquake exercise is scheduled for June 6-10, 2016 with full play EOC. Plan ahead for this event in conjunction with the county as several Oregon and Washington counties will be playing.

Guy Graham asked the group for any templates they have to share for a RFP/RFQ for a utility truck or pavement marking. Ted Claussen and Keith Lewis offered to share information with Guy.

Guy Graham has information about an upcoming short school opportunity. Contact him for more information.

Keith Lewis reported that there had been high water road closures with the recent rains. Ted Claussen said that Gaston had also been very busy during the rain.

Ken Schlegel spoke about Risk Management, including CEU's available at ORWARN's all day track on March 5th at OAWU's Annual Technical and Management Conference held at Sunriver. A full schedule of classes covering water, wastewater, groundwater and management topics is offered.

Ken also mentioned that the Office of Emergency Management assists with mutual aid agreement and resource sharing, that Kelly Jo is the one who would answer the phone when you call in addition to resources available on the website. Ken is the chairman and is able to do a presentation anytime. One more training opportunity is Bend short school.

Mark Crowell has seven or eight sets of tire chains for medium duty trucks available that were previously donated from TVFR.

Keith Lewis confirmed that Washington County would be hosting the March meeting.

The meeting was adjourned at 10:55am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
March 12, 2015	Washington County	1400 SW Walnut Street, Hillsboro
April 9, 2015	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
May 14, 2015	City of Forest Grove	1915 Main Street, Forest Grove
June 11, 2015	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton