



## **Cooperative Public Agencies of Washington County Minutes for January 12, 2012**

### **Members Present:**

**Chair, Mel Schultz – City of Beaverton  
Rick Adams – City of Cornelius  
Jim Bateman – City of Lake Oswego  
Dan Boss – City of Tualatin  
Ted Claussen – Clean Water Services  
Mary Davis – Washington County  
Dale Fishback – Tualatin Valley Water District  
Lynn Johnson – City of Sherwood  
Melissa Koons – City of Tualatin  
Keith Lewis – Washington County  
Floyd Peoples – City of Wilsonville  
Tom Tuski – City of Banks  
Rick Vanderkin – City of Forest Grove  
David Willer – City of Forest Grove**

Chair Mel Schultz called the meeting to order at 9:07am. The meeting took place at Washington County LUT, Walnut Street Center, Training Room 3, 1400 SW Walnut Street, Hillsboro.

### **INTRODUCTIONS**

Mel Schultz asked all present to introduce themselves and welcome our guests, David Gassaway and Steven Muir from Washington County, Office of Consolidated Emergency Management.

### **HOST PRESENTATIONS**

Dave Gassaway and Steve Muir demonstrated WebEOC, web-enabled, user-friendly incident and event management system being utilized by many of our agencies. This technology tool, which can be accessed from any location via Internet, is always live providing real-time updates.

Other benefits include:

- Easy to use.
- Ability to generate reports.
- Status boards to view ongoing or changing incidents, announcements, planned events, etc. view takes you to map or detailed info screen shot.
- Ability to share information with all agencies or within own agency.
- Includes FEMA access.
- Not currently limited to how many users can be on at a time.
- No charge to any agency to use.
- No special hardware/software to use.
- Simple to sign up; only need to contact Dave to learn more.

During an emergency, all agencies using WebEOC will be able to view postings. If you are not using this software your situational information will be posted by staff at the County EOC., Typical status updates include: ability to operate, command center response, road closures and situation reports.

Dave Gassaway can be contacted at david.gassaway@tvfr.com or 503.259.1282 for further information.

## FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance ending 12/31/11 is \$7,660.89.

## COMMITTEE REPORTS

### Fleet

Craig Crawford sent the minutes from the Fleet Group meeting on December 12, 2011. The main topics covered were PM/Service intervals; replacement cycles and criteria, and winter tires and chains.

### Training

Lynn Johnson reminded everyone that the City of Sherwood is offering Contech Training on January 17<sup>th</sup>. Lynn also announced that Sherwood will be offering additional training, including T-2, teaching Drug & Alcohol awareness for commercial drivers, on February 29<sup>th</sup>, T-2 Defensive Driving on April 26<sup>th</sup>, and T-2 Flagging on June 14<sup>th</sup>. Lynn also suggested a speaker for the next work shop, Bruce Wagner, his presentation is titled "Working in a Fishbowl", he discusses how public workers need to be aware that we are always being observed and how our actions may appear to the public.

Dan Boss also suggested that agencies who contract with City/County Insurance can contact them for training support.

Mary further reported that Ken Huisman contacted her, offering to participate on the Workshop Committee.

### Storm/Sanitary

Ted Claussen reported that this committee met recently and discussed district boundaries, inlets, and naming conventions and the importance of documenting. Additionally, Ted spoke about CWS preparing for an upcoming audit, and suggested that all agencies may wish to start planning now for their part in the audit process.

### UASI Update

Mary Davis reported that the Regional Debris Plan group met and that they hired one contractor and are waiting until funding is available to hire another contractor to work on completing the regional disaster debris plan. A tabletop exercise is scheduled for May to look at how agencies will cooperate during a large debris generating event.

Mary further reported that through the Public Works Working Group additional regional equipment is being purchased. A contractor has been hired to combine the different equipment catalogs from the various public works cooperatives. Mary is coordinating the CPAWC information with this group.

### OLD BUSINESS

#### CPAWC Press Release

Dale Fishback will follow up with the TVWD PIO and as a first step will provide a copy of the 2011 Sharing Log as reference of some of our recent activities.

Mark Crowell shared a recent experience that involved a shared project with the County ending up on a social networking site of a local dignitary, and how he was questioned about how our sharing works and how he tried to explain the mutual benefits. Mark also spoke to a reporter, who asked if he could attend a future meeting. After a group discussion about how we all share and how we can best keep track of and highlight our successes, it was agreed to have Mark invite the reporter to the next meeting.

### NEW BUSINESS

John Harris spoke about UASI-funded equipment and continued work on a common list goal to benefit emergency management training.

### CPAWC AT WORK

Floyd Peoples stated that the City of Wilsonville is offering oversized decorative Christmas wreaths to Banks or other organizations.

Ted Claussen reported that CWS negotiated with Salem Packers for mainline grouter at no charge, as they would like them to join. CWS loaned tractors for TV rigs to City of Hillsboro while their equipment was being repaired, and tried to assist with parts for leaf equipment, but didn't have the right parts. CWS will be attending the training later this month in Sherwood. Ted would really appreciate any agency that is available to put down some Mag Chloride on the CWS driveway on Merlo during icy conditions so their vehicles can safely enter and exit.

Mel Schultz stated that City of Beaverton is status quo, and reminded everyone to be careful in their own yards while getting equipment and trucks ready in icy conditions.

Dale Fishback reminded all that the County has a variable message board available for sharing.

Tom Tuski thanked City of Forest Grove for providing both training and a wood chipper. In May, Tom will be looking for a drafting table and office equipment.

Dan Boss reported that the City of Tualatin borrowed a bucket truck from Sherwood and the dewatering continues.

Mark Crowell borrowed a bucket truck from Hillsboro and a van from Tualatin.

Lynn Johnson reported that the bucket truck loaned to Tualatin was their only sharing.

Jim Bateman shared how Lake Oswego is using Mag Chloride successfully and how they set up their totes and are currently looking for a tank. They feel they are already getting a return on their investment as well as satisfied residents. They are still pursuing use of the decant facility in Tualatin and plan to attend training in Sherwood.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, which is needed for sharing to be recorded in the sharing log, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11:25am.

## FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
February 9, 2012	City of Cornelius	1300 S Kodiak Circle, Cornelius
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 <sup>th</sup> , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternate Locations: City of Banks, City of Wilsonville