



**Cooperative Public Agencies of Washington County
Minutes for February 13, 2014**

Members Present:

**Chair, Steve Lampert – City of Hillsboro
Craig Crawford – Tualatin Hills Park & Rec District
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Arnie Gray – City of Wilsonville
Pat Jackson – City of Tualatin
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Steve Keenon – Clean Water Services
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Brian Parret – City of Hillsboro
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
Vance Walker – City of Tigard
Chris Walsh – Washington County
David Willer – City of Forest Grove**

Chair Steve Lampert called the meeting to order at 9:03am. The meeting took place at Washington County located at 1400 SW Walnut Street, Hillsboro, Oregon.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Our host, Keith Lewis, arranged for both an update on the Training Facility by Deb Dalenberg, Training Coordinator with Washington County, and an update on the recent relocation of the Emergency Management offices by Chris Walsh, Emergency Management Coordinator.

Deb Dalenberg showcased the newly expanded media services available in the three training rooms during our meeting. Deb demonstrated that the room can be opened up

and utilized as one large space and the media can be controlled with one controller box, using the DVD projector, displaying on three large screens and two smaller TV's, integrated with music and ceiling speakers. The system is very user-friendly and can be operated from an iPad or the lectern with a computer.

For smaller groups, the room can be divided into three spaces and still take full advantage of the system by simply moving the lectern to the area of use. Additionally, multiple areas can be used simultaneously.

This area will provide enhanced opportunities for training as well as meeting space for staff.

Chris Walsh presented a brief overview about Washington County Emergency Management Cooperative (EMC) and their recent move to the facility on Walnut Street. Chris took over the position that Mary Davis held for many years and works for Director Scott Porter.

Chris took our group on a tour of the beautiful, newly built offices which currently have room for a staff of seven with plans three years out for future expansion to accommodate an EOC for up to 75 staff to work from.

Chris responded to questions about Web OEC which allows for collaboration during events adding that Mapper Pro is a component of the Web OEC system.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,156.71 ending January 31, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that he and many from the fleet group attended the recent Auto Show held at the Convention Center, but the weather event prevented them from staying for the entire show.

Alternative Fuel Presentations took place at the show and the bulk of the award winners were those that took advantage of propane or were high mileage vehicles, including bus fleets, garbage companies, and police fleets.

Dale Fishback commented that Tri-Met is planning to add natural gas fueling stations in 2015 that other agencies may be able to access.

RDPO Update

Keith Lewis reported that although funding is diminished that there has been a reappropriation of funds freeing up to \$200,000. Steve Lampert offered to email a listing of all equipment that has been distributed to date.

Storm/Sanitary

No report.

Training

Deb Dalenberg announced that the Portland State Business Communication Certificate Program will start in May. Deb further stated that the program will have a Media Communications component.

Justin Jensen has been in contact with Rebekah Jacobson from the T2 Road Scholar Program to set up classes. Justin is not sure which class he will be able to offer locally, but will let us know.

Justin also reported on a recent rigging training that City of Hillsboro offered to six staff members that went very well. The ½ day training was arranged through Trevor March with NW Tree Specialists in Hillsboro (503-645-2242). The rigging training included how to deal with high limbs or dead limbs in a right of way that are also around vehicles when you can't use a bucket truck and need to swing and drop them, with no climbing involved. It was a very reasonable price for the class and recommended for a small group.

Steve Lampert also reminded everyone to start thinking about training ideas for our annual Workshop.

Chris Walsh shared that he would be attending APWA's The Show for Snow conference in Ohio, May 4-7, 2014, <http://www.apwa.net/snow> for further information.

Keith Lewis reported that the next Equipment Rodeo is scheduled for September 9-11, 2014 at the Deschutes County Fairground.

OLD BUSINESS

Equipment and Contact Lists Updates

Melissa Koons reported that six agencies have provided updated information to date. Please continue to send updates to Melissa.

NEW BUSINESS

Debrief Recent Weather Event

Keith Lewis shared the following about how Washington County handled the event:

- Used six plows, trucks, sanders, around the clock.
- Stopped Wednesday, now picking up.
- No injuries, no break downs.
- Higher elevations in the past, but did urban areas this time. Rural areas requested help, but emergency transportation routes were a priority.
- Used gang plows on arterials.
- Plow routes on website.
- Rubber in urban on plows.
- Steel in rural on plows.

Keith stated that lessons learned: gang plowing and staying on arterials worked better.

Steve Lampert, Justin Jensen and Brian Parret shared that the City of Hillsboro learned they must use gang plowing and free up turn lanes. It was also helpful to use a pilot vehicle to carve a lane for the plows to follow. They will work more closely with ODOT in the future to coordinate efforts to avoid blocking major roads off of TV Highway as this event had significant issues with side roads being blocked. Brian further stated that having adequate crew and planning how to utilize your assets was essential.

Mel Schultz reported that City of Beaverton went into Emergency mode and they handled the event very well, working 24/7 during the event.

Dale Fishback asked how everyone handled sidewalks.

- Pat Jackson responded that City of Tualatin clears sidewalks.
- Steve Lampert said that City of Hillsboro clears parking lots, but not sidewalks.
- Tom Tuski shared that City of Banks tried to keep all ADA areas cleared.
- Keith Lewis stated that Washington County did not use Community Service workers during the event, but is now back to using them, including work on sidewalks on the other side of sound walls.

General discussion followed including how it would be helpful for agencies to provide notice to homeowners that they are responsible for sidewalk snow removal, and doing it at first sign of snow, as often they are not aware since events are infrequent.

David Willer asked if everyone went to EOC's.

- The response was that not everyone did.
- The County went to plow routes.
- Tigard did a modified EOC. Vance Walker reported that they are small enough to know who is working, who is in charge at any time and stay in contact with the Police Department for coordinated efforts.
- Lynn Johnson stated that Sherwood stayed in radio contact with the Police.
- Dale Fishback shared that snow shuts Tualatin Valley Water District down, so for other agencies to keep that in mind for future events as they may have staff available to assist.

Chris Walsh observed that everything he was hearing about the job the crew was doing at Washington County was very good and that the crew's morale was good. He thought the food that was provided helped as well as provided opportunities to network during the event.

There was a brief general discussion about the use of mag chloride during this event. The group also talked briefly about road striping, including Guy Graham asking if agencies are using SPM or Marion County. Many agencies are using the services of Marion County.

Guy Graham asked if anyone had issues with Tri-Met during the event.

- Guy said that in Lake Oswego they had a bus blocking the road.
- Mel Schultz said that in Beaverton they only had a tree blocking the road.

Steve Lampert asked the group about their experiences with marathons in their cities? The City of Hillsboro believes they are having more marathons as a result of not charging these groups for barricades, crew time, etc.

- Arnie Gray shared that the City of Wilsonville loans out equipment, sits down with each group to meet, and plans for traffic needs with Engineering Department.
- Vance Walker said that in the City of Tigard there is little involvement with Public Works that they go through a permitting process, not certain of charges.
- Keith Lewis reported that in Washington County there is a minimal charge for the event. Keith will share the information via email with Steve.
- Tom Tuski stated that in the City of Banks there is a nominal \$25 permit fee and no equipment is provided.
- Dave Willer said that in the City of Forest Grove the current process begins at the Police Department, but that perhaps it is time to re-assess the process to involve Public Works more. Public Works does provide barricades for City events, but doesn't facilitate a traffic control plan.

All present agreed that language should be in place for how the groups will be putting down paint on the roads, especially after an unfortunate incident in Tualatin and Tigard where a group unintentionally used a permanent paint to mark their route. Other thoughts to consider that you may wish to require insurance, and if your name is on the barricade that you will be the one that any questions or concerns will be directed to, not the one who put on the event.

Keith Lewis shared about his recent experience in Spokane County where he visited with Don Newall from Marion County to complete a Road Operation Review/Peer to Peer Review. It was very interesting to hear about this Over the Shoulder review process of the PMAT/MORE Agreement and a remarkable way for Keith to invest a week of vacation time.

Keith Lewis asked that all interested members meet with him after the meeting for a quick debrief about sweeping.

CPAWC AT WORK

As there was no time during the meeting for sharing, Melissa Koons reminded members to complete their sharing form on the CPAWC website.

The meeting was adjourned at 10:53am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton