



**Cooperative Public Agencies of Washington County
Minutes for January 14, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
 Rick Adams – City of Cornelius
 Mark Crowell – City of Cornelius
 Mary Davis – Washington County
 Ken Huisman – Beaverton School District
 Neil Kennedy – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 Keith Lewis – Washington County
 Mike Lueck – City of Tigard
 John Schwer – City of Sherwood
 David Willer – City of Forest Grove

Chair Michael Bakkum called the meeting to order at 9:05 a.m. Introductions were made and Rick Adams and Neil Kennedy were welcomed as first-time attendees.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,583.90.

COMMITTEE REPORTS:

Fleet

Michael Bakkum informed the group there is no report at this time. However, he passed out a flyer about an upcoming event presented by Columbia-Willamette Clean Cities Coalition, titled Today's Transportation Choices, in Association with NAFA. For more information: <http://www.cwcleancities.org/events.php>.

Training Committee

Mary Davis reminded everyone that if they are holding safety training and are able to have a few people from other agencies attend, to send an email to Mary or Melissa and they will pass the information on to the group.

Storm/Sanitary

Ted Claussen was absent, so no report at this time.

OLD BUSINESS:

Equipment List – FEMA Equipment Typing

Mary Davis reported that she finalized the report for this year. She suggests that all agencies continue to review their equipment for an annual July update of this report. If possible, please add the FEMA equipment typing designation.

NEW BUSINESS:

Agenda Items for Upcoming Meetings

Michael Bakkum reminded all members to email him agenda items and he will make sure they are on the next agenda. Additionally, it was suggested that we look back at archived minutes to see what we have covered in the past for relevant items that tend to be either seasonal or repetitive. Melissa Koons will review available minutes. The group discussed possible speakers for future meetings.

Current Events

The group discussed recent events that have been in the news, including our December weather events and how each agency responded. Contact Mary Davis if you are interested in being added to the OCEM weather update email list. Keith Lewis suggested a non-government website for weather forecasts that has proven helpful: http://www.ovs.com/weather_cafe.htm.

Driving Policies/Safety

Neil Kennedy spoke about some of the policies and procedures that his agency has in place and suggested that Mike Jacobs, Safety Coordinator, may be available to come to one of our meetings and do a presentation. Neil will coordinate with both Mike and Dale Fishback for a future date.

VHF Narrow-banding Information

Mary Davis informed the group about the FCC ruling, which will take effect in 2013 regarding narrow-banding of VHF Radios. A lengthy discussion followed and it was determined that it would be worthwhile for us to have further information presented at our next meeting. Mary offered to make arrangements with WCCCA. Mary followed-up with this link <http://www.ojp.usdoj.gov/nij/topics/technology/communication/fcc-narrowbanding.htm> which provides key points in understanding the government regulations.

Equipment Sharing

Blank Sharing Log forms were distributed to all members present to complete and turn in or take back to the office and complete. Additionally, we went around the table and each agency shared what had been shared in the past month. Mark Crowell with the City of Cornelius had an unfortunate accident with a chipper they borrowed from the City of Forest Grove, but expressed thanks to David Willer that they were so accommodating.

Mark also mentioned the City of Cornelius has graffiti removal equipment available to borrow. It is very effective in removing all types of graffiti. Please contact Mark if you are interested.

Ideas for Fall Workshop

The group had a good discussion about possible topics including: Workplace Violence, Risk Management, OSHA-What to Expect, Life Cycle of a Claim, and T2. A possible presenter might be City County Insurance.

Mary suggested setting up informational tables for attendees to visit during breaks. She asked the group to continue to think of other ideas for the speakers of lobby booths.

There was a discussion regarding the date of the annual workshop. Various activities such as hunting, conferences and winter weather events have been discussed. The group agreed that the first part of November was the best time to hold the conference.

CPAWC AT WORK:

The meeting was adjourned at 10:22 am.

Future CPAWC Meetings:

	Hosting Agency:	
February 11, 2010	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Forest Grove/Community Auditorium	1915 Main Street, Forest Grove
May 13, 2010	Tualatin Valley Water District	1850 SW 170 th , Beaverton
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton