

Training & Education Committee Minutes
Wednesday, Nov.2, 2022, 10 a.m. | Zoom Meeting

Members: Mitch Burghlea, Melanie Lewis, Jaimie Lemke, Connor Toney, Kitty O'Keefe, & Josh Thomas.

Guests: none

1. Announcements and Introductions

- a. Mitch called the meeting to order at 10:00 a.m. and introductions were made.
- b. A motion from Melanie was made to approve minutes from 4.28.22 and 2nd by Connor.
- c. Kitty to post on website.
- d. Chair Statement: Mitch welcomed members and reminded folks T&E is now an AdHoc.

2. New Business

- a. Review 2023 T&E Forecast Budget
 - i. See attachment 1 – Kitty shared her screen to show with members her forecast budget.
 - ii. Melanie asked why we provide locator training classes? Mitch provided feedback
 - iii. Discussion of cost per person. Do we raise the cost? Yes, members agreed
 - iv. Kitty will prepare a class breakdown using 2022 #'s
 - v. Suggested increase per person: \$75 for in-person locate training; \$50 for virtual locate training and \$25 for in-person excavator safety class.
 - vi. Members agreed, the public expects an increase with economy cost
 - vii. Line Item 520.1: \$36,500 (trainings)
 - viii. Line Item 520.2: \$19,400 (printed materials)
 - ix. Line Item 520-3: \$5,150 (industry event sponsorships)
- b. Strategic Plan Metrix
 - i. See attachment 2
 - ii. Josh asked members for feedback. Any changes? Discussion followed.

3. Old Business -

4. For the Good of the Order -

5. Next Meeting: tbd

*Motion to adjourn by Melanie and 2nd by Connor. Meeting adjourned at 11:05am.
Minutes submitted by Kitty O'Keefe on November 8, 2022*

2023 Training & Education Budget Forecast

Line Item #520 on monthly budget report, will include the following:	BUDGET	PAID	DIFFERENCE	Revenue
Training & Classes - 520.1				
Locator Training Classes: includes virtual and in class sessions 3 Virtual Classes and 3 In-person Classes taught by Bob N. \$50 each for virtual class (100) and \$75 each for in person class (50)	\$24,000		\$24,000	8750
Excavator Safety Training 4 In-person classes taught by Josh Thomas \$25 each (100)	\$10,000		\$10,000	2500
On-line Excavation Safety 101: maintenance	\$2,500		\$2,500	
SUBTOTAL	\$36,500		\$0	\$36,500
Printed Materials - 520.2				
3- folded OR811 Brochure: English & Spanish	\$1,200			
Pocket Guide: English & Spanish	\$1,200			
2-sided Excavator Checklist - laminated + Outdoor 811 Banners	\$2,000			
2024 OUNC Calendar- print 2,000	\$8,000			
Standards Manual (reprints)	3000.00			
SUBTOTAL	\$12,400		\$0	\$12,400
Industry event sponsorships - 520.3				
Mid Oregon Safety Summit	\$1,500			
GOSH Conference May 6-9,2023	\$1,500			
dp-Pro Magazine	\$750			
NWUCA Directory 1/2pg ad	\$1,400			
SUBTOTAL	\$5,150		\$0	\$5,150
	\$54,900	\$0	\$54,900	\$43,650

+

3. TRAINING AND EDUCATION

“The great aim of education is not knowledge, but action.”
- Herbert Spencer

OBJECTIVE: To strengthen and extend the reach of OUNC training programs to ensure that best practices are consistently employed by locators, excavators, and owner-operators to reduce damages and losses caused during digging or excavation.

The Oregon Utility Notification Board has a track record of developing and implementing high quality training to prevent accidents and losses associated with digging and excavation. This includes:

- Online Excavation Safety 101 classes (300 participants in 2022?)
- In-person and virtual Locator Training classes (3 classes with 75? attendees in 2022)
- In-person Excavation Safety Training classes (18 classes with ~350 attendees in 2022)

Each of these offerings provide the option of earning continuing education credits. OUNC schedules classes in different parts of the state throughout the year. In 2022, OUNC also partnered with Portland General Electric for a series of special classes for their employees featuring the newly redesigned excavation training. These will continue to be provided at no cost to interested organizations.

OUNC will assess training needs and effectiveness for locators, excavators and owner operators and adjust or create training events and other resources to ensure the ongoing and consistent implementation of safe field practices for digging and excavation.

One area of focus to explore for homeowners is video resources. It may be a low-hanging fruit to create short, project-based how-to videos on YouTube that provide value while delivering the 811 message.

With contractors and professional excavators, more can be done through equipment rental companies, permit departments and lumberyards. In a surprising number of cases, employees are unaware of 811. Awareness can be increased through signage, decals, collateral materials, presentations, training and/or emulating the “811 Pro” program pioneered by Underground Service Alert (USAN 811).

GOALS:

1. Offer four in-person excavator training classes and three locator training classes annually.
2. Train the trainer. Engage with board members, utilities and UCCs to build our reach through a network of trainers who can provide exponential reach with our turnkey PowerPoint deck and script. Send training kits to all UCCs by March 2023.
3. Explore Learning Management Systems put into place for three states by One Call Concepts. Invite Damage Prevention Academy to present to the committee by March 2023.
4. Create QR code-based surveys to assess the effectiveness of training classes and adjust as necessary. Available for use by first classes in January 2023.
5. Explore partnerships and cross-promotion with local training classes offered by Paradigm, Oregon OSHA, NWUCA, AGC, Fire Marshal, and others. Contacts made by June 2023.
6. Research emerging training technologies utilizing mobile, VR and AR devices by May 2023.