

## Training & Education Committee Minutes -

September 24, 2020

Conference Call In: 1-646-307-1990

Members attending: Mitch Burghlea, Scott Gallegos, Micah Brown, Conner Toney, Scott Crosby, and Kitty O'Keefe

### Agenda

1. Announcements and Introductions
  - a. Mitch called the meeting to order at 9 am and introductions were made.
  - b. Scott G. moved to accept the minutes and Micah 2<sup>nd</sup> the motion. The minutes were accepted. Kitty to post on website.
2. Chair Statement –
3. New Business-
  - a. Review 2021 OUNC Calendar
    - i) See Attachment 1 for review of calendar.
    - ii) Cost to print 1,000= \$4,339
    - iii) Members like the idea and will show at full board meeting in October.
4. Review 2021 Locate Training RFP
  - i) See Attachment 2 for review of RFP
  - ii) See attachment 3 for proposed schedule
  - iii) How do we contact or announce the RFP?  
Members suggested to post on OUNC website. Contact individually via email. Reach out to Ryan Sandhu to see if we get DAS involved.
5. Old Business - none
6. For the Good of the Order – none

Motion to adjourn by Micah & 2<sup>nd</sup> by Scott Crosby. Meeting adjourned at 9:28 a.m.

Minutes submitted by Kitty Davis on 03.18.19



Know what's below.  
Call **811** before you dig.



2021



# OUNC Board

The Oregon Utility Notification Center's mission is to operate and maintain a state-of-the-art one call system for Oregon, to prevent damages to underground facilities and to promote public safety concerning excavation issues.



**Scott Gallegos**

Representing Oregon Utilities  
Coordinating Council



**Micah Brown**

Representing NULCA



**Ryan Sandhu**

Representing  
Special Districts



**Johnny Sapp**

Representing Oregon  
Department of Transportation



**Nate Rivera**

Representing MUNI's



**Phil Boyle**

Representing Oregon Public  
Utility Commission



**John Eckis**

Representing  
Telecommunications Cooperatives



**Connor Toney**

Representing Excavators



**Mitch Burghilea**

Representing Cable TV



**Tim Smith**

Representing Cities with  
population < 25,000



**Scott Clement**

Representing Cities with  
population < 25,000



**Don Moore**

Representing Natural Gas  
Distribution



**Melanie Lewis**

Representing  
Regulated Electric



**Jessica Epley**

Representing  
Telecom > 50K Access Lines



**Scott Crosby**

Representing Regulated  
Telecom < 50K Access Lines



**Dawn Hickson**

Representing Counties



**FPO**

**Paul Schmidt**

Representing Contractors



**Kitty O'Keefe**

Administrative &  
Outreach Coordinator



# January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13 OUNC Board Meeting	14	15	16
17	18 M L King Day	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



# Positive Response

## Check Your Locates

Many utility operators in Oregon participate in web-based positive response. This means you can check online to view the status of any locate request. In addition, some operators provide locate photos and/or diagrams of the marks when the job is complete. Log in to Ticket Check via the OUNC mobile app or go to [www.managetickets.com](http://www.managetickets.com) and click on Search & Status for positive response details.



**Get safe digging in the palm of your hand.**

**Download the Oregon 811 utilities app** to your smart phone to create or research locate tickets, access the resource center or contact us.





# February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10 OUNC Board Meeting	11	12	13
14 Valentine's Day	15 Presidents' Day	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6



# Locator Training

Provided by the OUNC

To **Register**, go to: <https://digsafelyoregon.com/event-directory/locator-training/>

For **Questions**, contact: [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com)







# March 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
7	8	9	10 OUNC Board Meeting	11	12	13
14 Daylight Saving Starts	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## Call Timeline



## 2 Full Business Days

OAR 952-001-0010

### Definitions:

...

(2) “Business day” means any 24-hour day other than a Saturday, Sunday, or federal or state legal holiday as provided in ORS 757.542. A business day begins at 12:00 a.m. and ends at 11:59 p.m.

...

OAR 952-001-0070

### Operators to Mark Underground Facilities or Notify Excavator that None Exist

(1) Except as provided in section (2) of this rule, within two full business days following the day an excavator notifies the Oregon Utility Notification Center of a proposed excavation...





# April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2 Good Friday	3
4 Easter Sunday	5	6	7	8	9	10
11	12	13	14 OUNC Board Meeting	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

# Outreach & Sponsorship

If you want to discuss advertising or sponsorship opportunities, please go to: <https://digsafelyoregon.com/resources/advertising-sponsorship-opportunities/> Please include your full name, email and contact phone number.







# May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9 Mother's Day	10	11	12 OUNC Board Meeting	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day	1	2	3	4	5

# ITIC Training Month

For the ITIC Department please email: [nwitic@occinc.com](mailto:nwitic@occinc.com) or call **877-668-4001** and ask for the ITIC Department.







# June 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9 OUNC Board Meeting	10	11	12
13	14	15	16	17	18	19
20 Father's Day	21	22	23	24	25	26
27	28	29	30	1	2	3

# Tolerance Zone

## OAR 952-001-0010

### Definitions:

...

(25) "Tolerance zone" means the area within 24 inches surrounding the outside dimensions of all sides of an underground facility.

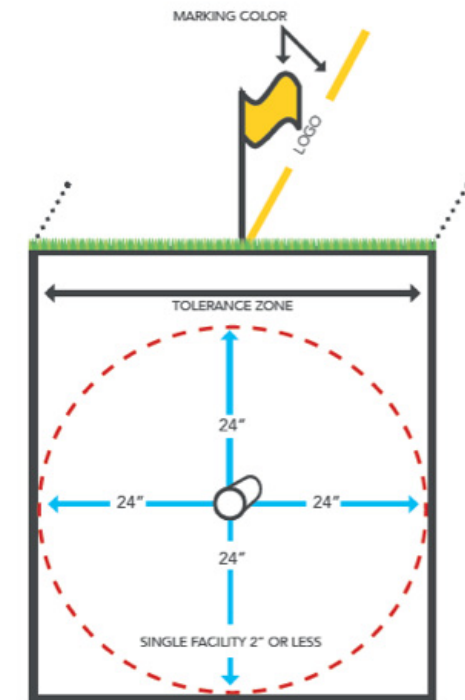
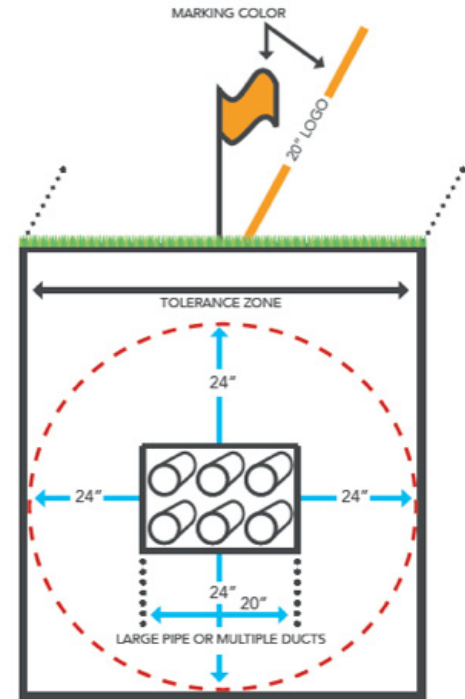
...

## OAR 952-001-0070

(1) Except as provided in section (2) of this rule, within two full business days following the day an excavator notifies the Oregon Utility Notification Center of a proposed excavation, the operator or its designated agent must:

(a) Mark within 24 inches of the outside lateral dimensions of both sides of all its locatable underground facilities within the area of proposed excavation. All marks must indicate the name, initials or logo of the operator of the underground facilities, and the width of the facility if it is greater than 2 inches;

...





# July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4 Independence Day	5 Independence Day Holiday	6	7	8	9	10
11	12	13	14 OUNC Board Meeting	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



# 45 Calendar Day “Ticket Life” Adoption

## **OAR 952-001-0010**

### **Definitions:**

...

(23) “Ticket life” means the 45 calendar day period after an excavator provides notice to the Oregon Utility Notification Center under OAR 952-001-0050(1) and the Center opens a ticket for a locate request based on this notice.

...

## **OAR 952-001-0090**

### **Delay of Excavation until Response from Facility Operators; Duty of Excavator to Use Reasonable Care; Damage to Facilities**

...

(a) Maintain marks during the excavation period to ensure that the original marks remain effective for the life of the project or the ticket life, whichever is the shorter period;

...

(9) An excavator must not begin an excavation more than 10 business days after providing notice to the Oregon Utility Notification Center of the excavation, or continue excavating at a location following expiration of its ticket life unless the excavator has re-notified the Oregon Utility Notification Center of the excavation as provided in OAR 952-001-0050.



# August 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11 OUNC Board Meeting	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

# Excavation Safety Training

Provided by the OUNC

To **Register**, go to: <https://digsafelyoregon.com/event-directory/excavator-safety-training/>

For **Questions**, contact: [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com)







# September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6 Labor Day	7	8 OUNC Board Meeting	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

# Excavation Safety 101

Did you know that Oregon 811 hosts its very own **online excavation course for free**? Excavation Safety 101 strengthens your understanding of digging laws and best practices. This 60-minute course is available to anyone and can be completed at your own pace. Better yet, a 100 percent grade grants you a course certificate, as well as continuation credits through the Oregon Construction Contractors Board.

The course is available in English and Spanish.

To **register**, go to: <https://digsafelyoregon.com/resources/excavation-safety-101/>





# October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13 OUNC Board Meeting	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6



# Morrison Award

OUNC celebrated its first-ever Morrison Award, named in honor of the late Jarrod Morrison (1974-2017) whose commitment to damage prevention and safe excavation was greatly respected.

The award went to **Bryan Baxter**, who was gifted a plaque at the **December OUNC 2019 Board Meeting**.

## 2019 Award



### Who Is Eligible?

Anyone working in the damage prevention industry in the state of Oregon is eligible for nomination, this includes OUCC council members, utility and nonprofit professionals.

### Who Deserves A Morrison?

We're looking for industry leaders who have achieved excellence in damage prevention this year. An ideal candidate will have demonstrated exceptional safety expertise, wisdom and leadership and has achieved success in all safety endeavors.

### What Information Do I Need to Submit A Nomination?

You should have the following ready to go to complete the nomination form:

- The nominee's full name, mobile number, email address and current job position.
- A clear sense of why the nominee should be considered for Morrison Award recognition.

### Any Advice for Submitting A Nomination?

Nominations are reviewed by a panel of industry professionals who are looking for information about honorees who have made a significant impact in their field or community. Nominations that provide detailed information about character, credentials and accomplishments are preferred.

**Questions?** Contact [kitty@digsafelyoregon.com](mailto:kitty@digsafelyoregon.com)



# November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10 OUNC Board Meeting	11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving Day	26	27
28	29	30	1	2	3	4

# Excavator Ticket Management

Excavator Ticket Management (ETM) is an application for excavators to manage tickets that they created.

- Keep Tickets Organized
- Upload Pictures / Supporting Files
- Verify Map of Dig Site
- Check Utility Status
- Access Ticket History
- Ticket Search
- Search and Status

## Excavator Ticket Management

The screenshot shows the ETM web application interface. At the top, there's a header with the 'EXCAVATOR TICKET MANAGEMENT' logo and 'ONE CALL CONCEPTS' branding. Below the header, there are filters for State (LA), ETM Status (No Filter), Ticket, and Date Processed Between (01/23/2017 and 01/23/2017). A 'Show Tickets' button is present. The main content area displays a table of tickets from phone(s) 225-275-3700 between 01/23/2017 and 01/23/2017. The table has columns for Sel, Ticket #, Date Time, Start Date, Req Type, Address, City, County, View PDF, and Email Tkt. Three tickets are listed, all with 'NEW' status and '2 FULL BUSINESS DAYS' requirement. A large 'FPO' watermark is overlaid on the table.

Sel	Ticket #	Date Time	Start Date	Req Type	Address	City	County	View PDF	Email Tkt
<input type="checkbox"/>	2700000004 NEW TICKET	01/23/17 14:47	01/30/17 09:00	2 FULL BUSINESS DAYS	900 CAPITOL LAKE DR	BATON ROUGE	EAST BATON ROUGE, LA		
<input type="checkbox"/>	2700000005 NEW TICKET	01/23/17 14:47	01/31/17 09:00	2 FULL BUSINESS DAYS	959 N 3RD ST	BATON ROUGE	EAST BATON ROUGE, LA		
<input type="checkbox"/>	2700000006 NEW TICKET	01/23/17 14:47	02/01/17 07:00	2 FULL BUSINESS DAYS	E HIGHWAY DR	BATON ROUGE	EAST BATON ROUGE, LA		

3 records listed.

## Search and Status

The screenshot shows the 'SEARCH & STATUS' web application interface. At the top, there's a header with the 'SEARCH & STATUS' logo and 'ONE CALL CONCEPTS' branding. Below the header, there are 'Contact', 'Help', and 'Chat' buttons. A 'Return to Search' button is present. The main content area contains a welcome message: 'Welcome to Search & Status® provided by One Call Concepts, Inc. Please use this website to search, view, and print tickets, including their locate status information where available. To enter Search and Status, please select the state where the work is being performed.' Below this is a 'Select a State' dropdown menu. At the bottom, there's a section titled 'Or Use Quick Search' with a 'Ticket Number:' label and an input field.

Return to Search

SEARCH & STATUS®  
Welcome to **Search & Status®** provided by One Call Concepts, Inc.  
Please use this website to search, view, and print tickets, including their locate status information where available.  
To enter Search and Status, please select the state where the work is being performed.

Select a State

Or Use Quick Search

Ticket Number:





# December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8 OUNC Board Meeting	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Christmas
26	27	28	29	30	31	1



**Oregon Utility Notification Center**

<https://digsafelyoregon.com>

**Scan the QR code to download our app**

# REQUEST FOR PROPOSAL

For

## LOCATOR TRAINING

Oregon Utility Notification Center  
Board of Directors

November - 2020



## **Table of Contents**

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### **INTRODUCTION**

The Oregon Utility Notification Center Board of Directors (Board) is seeking the services of a qualified vendor to perform onsite locator training.

This Request for Proposal (RFP) is intended to be used by the Board as a tool to evaluate vendors as to their ability to perform onsite locator training and to select the successful vendor.

The successful vendor will be asked to enter into a contract, which is to start January 1, 2021, and will be set to expire on December 31, 2023.

This RFP and the successful vendor's Proposals shall become part of the final contract between the Board and the vendor.

### **SECTION 1:**        ***Submittal of Proposal***

Proposals must be received no later than Monday, November 23, 2020 by 5:00 p.m. PST.

Proposals must be emailed to:

Nate Rivera, Contract Committee Chair  
OUNC Board of Directors  
nrivera@hermiston.or.us  
cc: kitty@digsafelyoregon.com

The Proposal shall show the name and address of the Vendor. Email shall be plainly marked "Proposal – Locator Training".

## **SECTION 2:**        *Scope of Work*

### 2.1     GENERAL

Vendor will perform up to three onsite, one-day locator training sessions per year at various locations around Oregon. Vendor will also perform up to three virtual online training classes.

- OUNC will arrange for and provide the training location, breakfast and lunch for the students and the instructor on training days, and administer the registration process.
- Training sessions shall consist of classroom and field training focused on improving locators troubleshooting techniques, skills to consistently provide accurate and complete utility location information, knowledge of current utility locating laws, and mastering locate equipment.
- Virtual online training shall consist of same subject matter as the onsite training in a 6 to 8 hour day. Can be broken into two hour sessions.
- Participants will be given the option to take a pass/fail test at the end of the session. Passing participants will be presented with a completion certificate.

### 2.2     CONTRACT PAYMENT SCHEDULE

Vendor shall invoice the OUNC Board upon completion of each one-day locator training session and or virtual training.

## **SECTION 3:**        *Proposal Instructions*

### 3.1     RIGHT OF AWARD OR REJECTION

Proposals shall specifically stipulate that all terms and conditions contained in this RFP are included in the Proposal and accepted by the vendor. It is understood that the Proposal will become a part of the public file on the matter without obligation to the Board. The Board reserves the right to reject any or all proposals for good cause, in the public best interest.

### 3.2 INCURRING COSTS

The Board is not liable for any costs incurred by the vendor in the preparation or presentation of the proposal.

### 3.3 PROPOSAL EVALUATION AND VENDOR ACCEPTANCE

A Selection Committee of at least three people will be appointed to evaluate the Proposals received. The Proposals will be evaluated on the completeness and quality of content as described in Section 4 and the corresponding pricing proposal. Decisions will be communicated to the bidders by December 10, 2020.

## **SECTION 4:           *Proposal Contents***

Each Proposal shall include, at the minimum, the following items:

- A. Cover sheet
- B. Training Team

Provide the names, locations, and qualifications of the potential team members that would be assigned to perform the locate training.

- C. Supportive Information

Supportive material may include graphs, charts, photos, resumes, additional references, platform for virtual online training, etc.

- D. Pricing Proposal

Vendor shall provide a proposed one-day, onsite, locator-training price. Vendor shall provide a proposed one-day, virtual online training price as well.

- Travel expenses (airfare, car rental, meals, and hotel) for the locator trainer to travel to and from the locate training will be reimbursed at actual cost. Travel time to and from the locate training shall be included in the per training price. (Travel should be planned as far in advance as possible to take advantage of discounted rates. Air travel should be in coach class only. No car larger than a mid-size should be rented. Any hotel expenses considered excessive or unreasonable will not be reimbursed. Instead, in those cases, lodging reimbursement will be limited to the U.S. Government GSA lodging rate for the city in question as listed in the most recent OAG Official Traveler – Travel Guide. Breakfast and lunches will be provided by the OUNC on training days. Reasonable meal reimbursements will be made for the instructor on the two days of travel and dinner on training days. Meal reimbursement will not exceed: \$15 Breakfast, \$20 Lunch, and \$30 Dinner. Receipts will be required for all reimbursements.)



**SECTION 5:**        *Inquires*

All questions shall be submitted electronically, no later than November 9, 2020 to:

nrivera@hermiston.or.us

cc: kitty@digsafelyoregon.com

As appropriate, questions and answers will be provided electronically to all vendors who received the RFP no later than November 16, 2020.

## Proposed schedule: 2021 locate training rfp

- Email out RFP proposal on Nov.2, 2020
- Deadline Nov. 23, 2020
- Schedule T&E committee meeting to review proposals on Dec. 3, 2020
- Dec. 9th OUNC board meeting - motion to accept is needed
- Dec. 10th, contact awarded bidder