
Snow and Ice Control Plan

The City of West Linn has a snow and ice plan that includes level of service on routes throughout the City. Inclement weather maps are available on the City's website and indicate priority routes for plowing, sanding, and road closures.

The City publishes inclement weather policy information including routes with steep grades (and possibly closed during inclement weather events), types of materials used such as de-icer (including active chemicals within the product), when such materials can be utilized, and emergency access information. All information policy information is available on the City's website.

<https://westlinnoregon.gov/publicworks/inclement-weather-information>

De-icer is applied according to manufacturer's instructions; on-the-job training is provided to staff that may handle the application process.

Utility Worker III level employees are on-call during weather events and have responsibility to respond and/or communicate with pertinent personnel during inclement weather events.

Procedure: Storm Warning Notifications

The City of West Linn relies on membership to the Extended Range Forecasting Company to receive storm warning information. The Transportation Department Supervisor's position receives forecast information and mobilizes response when determined necessary.

All on-call Public Works staff have cell phones to receive mobilization instructions from the Transportation Supervisor as deemed necessary.

Per the City's adopted Collective Bargaining Agreement staff on "Stand-By" are expected to be prepared to report to the City during emergency situations (not restricted to inclement weather events) within 60 minutes of being notified. See Article 31 of the Collective Bargaining Agreement for detailed information.

Policy: Personnel Scheduling for Snow and Ice Events

The City of West Linn follows established guidelines from the Occupational Safety and Health Administration and Federal Motor Carrier Safety Regulations with regards to operation hours for crews clearing ice and snow. Such guidelines and regulations exempt operators of snow and ice equipment from limited hours of work. If crews are required to work lengthy shifts to address snow and ice events, the City provides them with meals and areas for resting.

Occupational Safety and Health Administration (OSHA) rules for Extended Unusual Work Shifts can be viewed online.

https://www.osha.gov/OshDoc/data_Hurricane_Facts/faq_longhours.html

Federal Motor Carrier Safety Regulations are available for review online.

<https://www.fmcsa.dot.gov/regulations/rulemaking/96-8158>

The Code of Federal Regulations for Utility Service Vehicle Exemptions (395.2 Utility Services Vehicles definitions 1-3) are available for reference online.

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.395#se49.5.395_12

Procedure: Mobilization of Personnel during Snow and Ice Events

The City of West Linn has a formal Stand-By program to ensure that essential staff is available to respond in emergency and/or storm related events. The Stand-By program is administered in accordance with the City's collective bargaining agreement. Article 31 of the collective bargaining agreement addresses the Stand-By program requirements.

The contract language outlines compensation for workers called back for emergency events and the method of which they will be notified. Employees who are on-call for the Stand-By program may be notified by cell phone and/or city provided beeper.

The person who is identified to be on-call will have access to a city vehicle for emergency or weather related response. If additional crews are required to respond for a large-scale weather event they will be notified as soon as in advance as possible by their supervisor.

All Public Works employees are provided with city paid cell phones or reimbursement stipends if employees chose to utilize their personal phones for stand-by or call-back purposes.

Policy: Snow and Ice Control Materials

The City of West Linn shall purchase anti-icing/de-icing liquids (Magnesium Chloride) in accordance with Oregon Department of Transportation (ODOT) specifications.

The deicer is stored in an 8,000 gallon tank located at 4001 Willamette Falls Drive. The City uses training videos (when available) and on the job training for application of snow and ice control materials.

Sanding rock used by the City is made from a combination of 2 parts 1/4 10 rock to 1 part washed sand. Approximately half of the City's sanding supplies (200 tons) are stored under cover.

Procedure: Equipment Inspection

Seasonal equipment allows flexibility to service and/or repair, assessing and evaluating conditions prior to seasonal use status. Snow plows and deicer equipment are evaluated and serviced in later summer and early fall for the winter months.

The City will use the Snow Equipment Checklist and the Driver's Vehicle Inspection Report to ensure that vehicles and equipment are in proper working condition prior to deploying into the field. Any maintenance issue are reported shall be reported via the indicated inspection forms.

Procedure: Equipment Calibration

The City of West Linn does equipment calibration according to manufacturer specifications at all times.

Employees who operate de-icing equipment attend spray school training annually. A variety of organizations provide opportunity for spray school training to ensure proper application of anti-icing materials that adhere with regulatory requirements. Employees choose which training meets their needs with regards to their schedule.

Servicing of all snow and ice removal equipment (including calibration) will be performed in late summer and/or early fall to ensure that equipment is ready prior to winter months.

Policy: Snow Route Assignments

The City of West Linn has approved snow routes and are published on the City's website. Such routes are given first priority for plowing, sanding, de-icing, etc. These routes are published on the City's website and advertised on the home page and City social media during inclement weather events.

Standard Operating Procedure: Loading Procedures

Loading procedures must be performed quickly, accurately, and safely to expedite snow and ice control. To ensure this, Public Works personnel are properly trained in advance on loading procedures.

Operating procedures for front end loader:

<https://www.youtube.com/watch?v=vTYI7LugUeQ>

<http://s7d2.scene7.com/is/content/Caterpillar/C10836862>

<http://s7d2.scene7.com/is/content/Caterpillar/C10836870>

While truck is parked on a level surface, safely use the front end loader to retrieve dry sand out of the shed and slowly dump into truck mounted sanding unit making sure clumps of sand are broken up for efficient and consistent coverage.



Procedure for filling liquid deicer (Magnesium Chloride) tank:

With truck parked into position, safely check that all engines have been turned off. With safety gear on check that valve on elevated tank has been opened. Open lid and insert nozzle into truck mounted tank. Turn red valve on nozzle to open position allowing gravity to slowly feed deicer from elevated tank into truck mounted tank.

After tank has been filled to desired level, shut off elevated tank valve and raise fill hose to drain out any deicer that may remain in hose. After deicer has drained from the hose shut off red valve and hang filling valve back up.



Procedure: Spreading and Plowing

It is the goal of the City to plow, sand, and/or deice each street within the City depending on available time and materials. Priorities for plowing, sanding, and deicing are established through the adopted primary Snow Routes Map on the City's website.

Once main routes have been thoroughly addressed plowing, sanding, and deicing is expanded to secondary Snow Routes outlined in the Snow Routes Map.

After both primary and secondary routes have been addressed and are in the best shape possible, crews may move onto other streets but will prioritize dead end streets where there is only one way in and out and/or streets with steep grades.

Staff training and preparation:

Operators receive training through on-the-job training and online tutorial videos. The Public Works Department maintains a library of safety, inspection and training videos that are available to all employees.

Procedure: Snow Operation Damages

The City of West Linn has established procedures for dealing with damages to private property that may occur during snow operations or any other time. The City of West Linn has standardized forms for both vehicular and non-vehicular damages.

Claim forms should be completed as when damage occurs and submitted to the City's Finance/Risk Management Department for processing. Staff should utilize (Insurance Claim – Non-Vehicular Related) or (Insurance Claim – Vehicular Related) depending on the circumstance.

Staff should consult their supervisor or a representative from the Finance/Risk Management Department for assistance filling out forms as needed.