



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

To: Commissioners Schad, Carney, and Jones

From: Russell J. Stoll, Chief Operating Officer *RJ Stoll*

Subject: Training and Conference Attendance

Every year funds are budgeted for training and attendance at conferences. Training for all technical and operations staff is often a requirement for maintaining a professional license or for a certification to be a plant operator. It is also necessary for professional development and to keep up with changes in the industry.

It is my intent to establish a general protocol on who attends training and conferences, how often and what type will be attended. Annual conferences are effective for networking with peers from other utilities, but the content can become somewhat repetitive and the sessions might be lacking the detail that can be found in a training seminar on a specific topic. That is why it is often advantageous to attend a conference, get exposure to a specific topic and then attend a more detailed training seminar when they become available.

The annual AWWA New York Water event should be attended annually by the COO, Executive Engineer, Senior Production Engineers, Senior Distribution Engineer and Director of Water Quality. Distribution Engineers, Production Engineers, Electrical Engineer, Control Operator Crew Chief, Meter Service Crew Chief, Pump Mechanic Crew Chief, Water Treatment Plant Crew Chief and Director of Operations should consider attending once every three years and be staggered.

The annual AWWA ACE conference is another effective professional development and networking event and attendance should be considered by the following group: COO, Executive Engineer, Senior Production Engineers, Senior Distribution Engineer and Director of Water Quality. Annual attendance at the ACE conference isn't required. If the content at the ACE conference is of little interest to an individual, a more detailed type of training should be considered.

Training for Distribution Engineers, Production Engineers, Electrical Engineer, Control Operator Crew Chief, Meter Service Crew Chief, Pump Mechanic Crew Chief, Water Treatment Plant Crew Chief and Director of Operations should focus on issues specific to their jobs, e.g. effective utility management, water audit analysis, water quality, pump maintenance, asset management. These are usually multiple day events and are often out of town. Attendance at this type of training should be considered once every three years.

The above list is not meant to be all inclusive and numerous employees will require training hours for, professional development, operator certifications and other miscellaneous safety issues, these will be coordinated with their direct supervisor and Coordinator of Employee Relations.

XXX:rjs

cc: Terrence McCracken