

**INFORMAL MINUTES**

**January 30, 2006**

2:00 p.m.

Room 108, Courthouse

PRESENT: Commissioners Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Chris Johnson, Richard Sly, Barb Paladeni, Jack Crabtree, Paul May, Brad Berry, and Tim Loewen.

Guests: David Bates, News-Register; Cassie Sollars, candidate for Commissioner; and Larry Bohnsack.

\* indicates item forwarded to formal agenda

Leslie called the meeting to order.

\* Personnel - Steve presented personnel requests from various departments. See agenda for details.

\* CCF Plan - Consideration of approval of the Yamhill County Comprehensive Plan Update For Children and Families January 2006, as recommended by the Commission on Children & Families.

Kathy requested that the item be placed on the non-consent agenda since she hasn't had a chance to read through it yet.

\* Committees - Appoint Mark Mosier, Clancy Hinrichs, Del Miller, and Roberta Charlton to the Local Alcohol and Drug Planning Council for three-year terms to expire February 1, 2009.

\* Measure 37 - Consideration of approval of M37-103-05, a Measure 37 claim allowing the Estate of Edwin Kroenig to make application to establish a dwelling on 76.9 acres.

John G stated that there is adequate ownership interest to justify a waiver in the estate's name. Mary moved to hold a public hearing. The motion failed, Mary voting aye and Leslie and Kathy voting no.

Tichenor Defense Fund - Leslie stated that the county has received \$250 checks from Wheeler and Malheur Counties for the Cal Tichenor defense fund. Brad added that he has received at least five other inquiries to clarify the issue, so it is heartening to see that the issue is at least getting serious consideration. The Board agreed to sign and send thank you letters to each District Attorney and Board of Commissioners as contributions are received.

Meth Levy - Brad reviewed the effects of the meth crisis in Oregon and in Yamhill County and stated that county citizens are aware of the meth issue, would like to be of assistance, and want to know how law enforcement plans to deal with the issue. He explained that the meth task force supports a multifaceted approach, including law enforcement, treatment, and prevention. He stated that existing funds, grants, and reallocation of resources are not viable options, so the task force would like the Board to schedule a public hearing to receive input from the community regarding the proposal for a special

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LL *[initials]* KG *[initials]* MS *[initials]*  
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levy.

Chris presented the proposed budget for a three-year meth intervention levy (see attachment), noting that further refinement of the budget will be necessary before presenting it to the public. Chris, Tim, Richard, Jack, and Brad reviewed the details pertaining to their individual departments. John K raised the issues of office space for new personnel, jail space, the possibility of using non-deputized personnel whenever possible to save on PERS costs, the need for a demobilization plan once the levy expires, and the potential loss of O&C funds as well as jail bed rental income.

Jack stated that if the plan to reduce dependency on bed rentals is followed, additional jail space would be freed up. Mary added that with the new program, some potential jail residents might be able to go into treatment instead. Jack emphasized the importance of using deputies as School Resource Officers in order to have the ability to enforce the laws and to protect students and staff in problem situations. Mary stated that the need for funding might decrease in some areas if crime rates are reduced. She added that the desire of the task force was for this levy to go out to election in May 2006.

The Board agreed to have the task force work on refining the budget proposal, including an O&C contingency proposal.

The meeting recessed at 4:02 p.m. and reconvened at 4:11 p.m.

\* Contracts - Accept the low quote from Carrier Commercial Service for the purchase of a Carlyle refrigeration compressor for the Moore Building HVAC system, \$7326.

Emergency Management Training - Paul May reviewed the three-year master plan concept for Emergency Management training (see attachment).

\* Public Hearing - Consideration of the transfer of jurisdiction to the City of Newberg over various roads, as continued from December 7, 2005.

John G stated that if the Board's decision on this issue becomes a land use decision, the county would probably lose if the decision was appealed to LUBA. He suggested that the Board adopt the order that was drafted on January 23, 2006, which he does not believe is a land use decision. He added that he is confident Jim Bennett will follow through with the letter as promised, although it would not be filed as an attachment to the order.

The meeting adjourned at 4:52 p.m.

Anne Britt  
Secretary

Yamhill County	Base 05-06	FTE	F/T sal + ben	July 2007 to June 2008		July 2008 to June 2009		July 2009 to June 2010		Grand Total	Total Grant	Total Match
				P	M&S	P	M&S	P	M&S			
				113.1%	105.1%	120.0%	109.3%	128.0%	112.6%			
<b>SALARIED EMPLOYEES</b>				12 Months		12 Months		12 Months		36 Months	36 Months	36 Months
GF Personnel												
Health and Human Services												
Clinical Supervisor	1.00		87,987	0.60	59,402	0.60	63,263	0.60	67,375	0		190,040
Outpatient CD Specialists	1.00		77,908	3.00	265,096	3.00	282,327	3.00	300,678	848,100		848,100
Jail CD Specialists	1.00		79,926	1.00	79,654	1.00	84,832	1.00	90,346	254,832		254,832
MH Specialist	1.00		77,908	1.00	88,365	1.00	94,109	1.00	100,226	282,700		282,700
Prevention Coordinator	1.00		77,908	1.00	88,365	1.00	94,109	1.00	100,226	282,700		282,700
Prevention Coalition Leader	1.00		65,000	0.60	44,235	0.60	47,110	0.60	50,172	141,517		141,517
clinical support	1.00		50,042	1.00	56,759	1.00	60,448	1.00	64,377	181,584		181,584
social support	1.00		48,788	0.25	13,834	0.25	14,733	0.25	15,691	44,259		44,259
Addictionologist	1.00		197,760	0.40	89,722	0.40	95,554	0.40	101,765	287,040		287,040
CD treatment staff (see Residential)	1.00		65,753	1.00	74,613	1.00	79,463	1.00	84,628	238,703		238,703
MH treatment staff (see Residential)	1.00		71,992	0.50	40,771	0.50	43,421	0.50	46,243	130,435		130,435
Community Corrections				-	-	-	-	-	-	0		0
PPRO	1.00		63,700	1.00	72,250	1.00	76,946	1.00	81,948	231,144		231,144
PRC Aide	1.00		46,170	1.00	52,367	1.00	55,771	1.00	59,396	167,534		167,534
				-	-	-	-	-	-	0		0
				-	-	-	-	-	-	0		0
<b>TOTAL GF PERSONNEL</b>	<b>13.00</b>		<b>1,000,374</b>	<b>12.35</b>	<b>1,025,433</b>	<b>12.35</b>	<b>1,092,086</b>	<b>12.35</b>	<b>1,163,071</b>	<b>3,280,950</b>		<b>3,280,950</b>
NON GF Personnel												
Sheriff's Office												
YJUNIT Defective	1.00		84,790	5.00	463,841	5.00	493,991	5.00	526,100	1,483,933		1,483,933
YJUNIT Defective Sergeant	1.00		96,849	1.00	109,849	1.00	116,989	1.00	124,593	351,430		351,430
patrol/Dispatch	1.00		75,909	2.00	170,835	2.00	181,939	2.00	193,765	546,539		546,539
KE Patrol	1.00		75,909	1.00	85,417	1.00	90,969	1.00	96,882	273,269		273,269
School Resource Officers	1.00		75,909	7.00	597,921	7.00	636,786	7.00	678,177	1,912,885		1,912,885
Crime Analyst	1.00		56,263	1.00	63,815	1.00	67,963	1.00	72,380	204,158		204,158
Metn Coordinator	1.00		63,079	1.00	71,546	1.00	76,196	1.00	81,149	228,891		228,891
Case Report Entry Specialist	1.00		53,046	1.00	60,166	1.00	64,077	1.00	68,242	192,485		192,485
Jail LPN	1.00		66,549	1.00	75,595	1.00	80,509	1.00	85,742	241,845		241,845
Jail Deputy (Cognitive Restructuring)	1.00		75,909	1.00	85,417	1.00	90,969	1.00	96,882	273,269		273,269
CD treatment staff (see HHS)				1.00	-	1.00	-	1.00	-	0		0
MH treatment staff (see HHS)				0.50	-	0.50	-	0.50	-	0		0
Detention staff	1.00		56,423	1.00	63,996	1.00	68,156	1.00	72,586	204,739		204,739
District Attorney's Office				-	-	-	-	-	-	0		0
DDA II	1.00		66,183	1.50	146,626	1.50	156,157	1.50	166,307	469,091		469,091
Investigator	1.00		75,297	1.00	85,404	1.00	90,955	1.00	96,867	273,226		273,226
Paralegal	1.00		63,026	1.00	71,488	1.00	76,135	1.00	81,083	228,706		228,706
<b>TOTAL NON GF PERSONNEL</b>	<b>14.00</b>		<b>999,843</b>	<b>27.00</b>	<b>2,151,917</b>	<b>27.00</b>	<b>2,291,791</b>	<b>27.00</b>	<b>2,440,758</b>	<b>6,884,466</b>		<b>6,884,466</b>

B.O.06-871



# Memo

**To:** SHERIFF JACK CRABTREE  
**From:** LT. P.W. MAY  
**CC:** BOC  
**Date:** 01/30/2006  
**Re:** EMERGENCY MANAGEMENT TRAINING MASTER PLAN CONCEPT

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After some weeks of planning, Ast Fire Chief Scott Magers has agreed to assist Yamhill County Emergency Management with procuring a DPSST grant to assist us in developing an Emergency Management Master Plan to identify the training needs/ requirements for Police, Fire, Medical, Cities, Department heads, selected employees and Elected Officials in Yamhill County.

We are fortunate to have in this county a pool of at least five experts from the fire service that are willing to join our consortium to provide all of the training that we need now and in the future for EM personnel. Ast. Chief Scott Magers and Chief Mike Sherman have committed to assist us in this regard. Ast. Magers will assist us in securing the grant from DPSST that will cover the cost of this training.

After we develop the training calendar for the appropriate training courses for each position this will be identified and posted in the master plan. For an example: for elected officials, the element that is available for them is called ICS for Executives. It is an overview of the ICS system that is given to Elected Officials that may or may not be directly involved inside the ICS center. We will offer this to all of our EM partners to include small cities and local governments.

Of the first priorities, will be to offer the 2-hour Executive level training ICS course to all Yamhill County Elected Officials including BOC, City Councilors, Mayors, and City Administrators.

The second priority will be to make sure every emergency responder has at least ICS 200 and 300 level training.

Much of the WMD training and introductory training is available online so that we can minimize the impact to the working environment and scheduling difficulties of personnel.

We were going to announce this at the next EM meeting in February but the recent training excitement will require us to reveal this at the BOC informal on 30 Jan 2006 1420 hrs.

The role of EM will be to facilitate this and to create the venue that is conducive to a learning environment. This program is necessary to minimize the impact on staff and to maximize the availability of Bob Maca for the EM exercise scheduled for September 2006. Plus this continues to build upon the many good relationships and spirit of cooperation that we have building.

Further updates will be the subject of future memorandums to your office.

Course Title	2006 1Q-2Q-3Q-4Q	2006	2007	2008
<b>Principles of Emergency Management</b>	ON GOING FOR ALL NEW HIRE AND RECRUITS	X	X	X
Public Officials executive Seminar	2006 1Q BOC, City Gov, Elected Officials, Departments	X	X	X
<b>Basic Skills ICS 100-1CS 200</b>	<b>2006 2Q-3Q All responders</b>	X	X	X
Amateur Radio-ARES	MONTHLY-MCMINNVILLE	X	X	X
Public Assistance-CERT	MONTHLY-YAMHILL COUNTY	X	X	X
<b>Exercise Design and Evaluation</b>	<b>SEPTEMBER 2006</b>	X	X	X
Emergency Response Planning for Terrorism	TO BE DETERMINED	X	X	X
Mass Fatalities Incident Planning	TO BE DETERMINED	X	X	X
Disaster Recovery and Mitigation	DETERMINED	X	X	X
Emergency Management Performance Grant (EMPG) Workshop	Sept 4, 2006	X		
<b>Emergency Planning (Generic)</b>		x	X	x
Emergency Management Workshop	August 19-22, 2006	August	August	August
Surprise Communications Exercise	2006 1Q			
ICS: Finance	TO BE DETERMINED	X	X	X
ICS: Incident Command	TO BE DETERMINED	X	X	X
ICS: Information Officer	2006 1Q	X	X	X
ICS: Introduction 700 800	2006 3Q	X	X	X
ICS: Logistics	TO BE DETERMINED	X	X	X
ICS: Operations	TO BE DETERMINED	X	X	X
ICS: Planning	TO BE DETERMINED	X	X	X
ICS: Safety	TO BE DETERMINED	X	X	X
ICS Series Web Based Training	TO BE DETERMINED			
<b>MONTHLY EM MEETINGS</b>	<b>MONTHLY</b>	X	X	X
Debris Management	To be determined	X	X	X
Donations Management	To be determined	X	X	X

Updated: 012606 PWW

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