



# CLATSOP COUNTY BOARD OF COMMISSIONERS

*“Neighbor to neighbor, serving Clatsop County with integrity, honesty and respect”*

Scott Lee, Dist. 1 – Chairman  
Dirk Rohne, Dist. 4 – Vice-Chairman  
Sarah Nebeker, Dist. 2  
Lisa Clement, Dist. 3  
Lianne Thompson, Dist. 5  
[commissioners@co.clatsop.or.us](mailto:commissioners@co.clatsop.or.us)

800 Exchange, Suite 410  
Astoria, OR97103  
Phone (503) 325-1000  
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[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

## Regular Meeting

June 8, 2016

Judge Guy Boyington Building, 857 Commercial, Astoria

### **Regular Meeting: 6:00pm**

*The Board of Commissioners, as the Governing Body of Clatsop County, all County Service Districts for which this body so acts, and as the Clatsop County Local Contract Review Board, is now meeting in Regular Session.*

#### **1. FLAG SALUTE**

#### **2. ROLL CALL**

#### **3. AGENDA APPROVAL**

#### **4. PRESENTATIONS**

- a. Clatsop Forestry & Wood Products Economic Development Committee .....{Page 1}
- b. Timber Revenues

#### **5. BUSINESS FROM THE PUBLIC** - *This is an opportunity for anyone to give a 3 minute presentation about any item on the agenda (except public hearings) OR any topic of county concern that is not on the agenda. People wishing to speak during Business From The Public must fill out and sign a Public Comment Sign-in Card.*

#### **6. CONSENT CALENDAR**

- a. Approve 15-16 Budget & Appropriation Adjustments .....{Page 7}
- b. Board of Commissioners Meeting Minutes 5-11-16 .....{Page 11}
- c. Acceptance of May 17, 2016 Primary Election Abstract/Canvass of Votes.....{Page 15}
- d. Consideration of Compensation Plan Amendment-New Position.....{Page 17}
- e. Consideration of Compensation Plan Amendment- Casual Position.....{Page 25}
- f. Public Health Contract Amendment .....{Page 31}

#### **7. PUBLIC HEARINGS**

- a. Fiscal Year 2016-17 Budget.....{Page 63}
- b. Fiscal Year 2016-17 Budget for 4-H & Extension Special Service District .....{Page 71}
- c. Fiscal Year 2016-17 Budget for Road District No. 1.....{Page 73}
- d. Fiscal Year 2016-17 Budget for Rural Law Enforcement District .....{Page 75}
- e. Fiscal Year 2016-17 Budget for Westport Sewer Service District .....{Page 77}

#### **8. BUSINESS AGENDA**

- a. Franchise Agreement with Medix and Ambulance Service Area Advisory Committee  
Appointments .....{Page 81}

- b. Memorandum of Understanding and Resolution & Order in the matter of adjusting Jurisdictional Boundaries of Ambulance Service Area Plan.....{Page 99}
- c. Adoption of Resolution & Order allowing property tax exemption .....{Page 107}

**9. COMMISSIONERS' REPORTS**

**10. COUNTY MANAGER'S REPORT**

**11. ADJOURNMENT**

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**Complete copies of the current Board of Commissioners meeting agenda packets can be viewed at:  
*Astoria Public Library - Seaside Public Library - Board of Commissioners Office***

**Agenda packets also available online at [www.co.clatsop.or.us](http://www.co.clatsop.or.us)**

**This meeting is accessible to persons with disabilities. Please call 325-1000 if you require special accommodations to participate in this meeting.**



Extension Service Clatsop County  
Oregon State University,  
2001 Marine Drive Room 210,  
Astoria, Oregon 97103  
T 503-325-8573| F 503-325-7910 | <http://extension.oregonstate.edu/clatsop/>

4a



## **CFEDC- Clatsop Forestry and Wood Products Economic Development Committee**

**County Commission Presentation. June 8<sup>th</sup>, 2016**

Presenters:

**Kevin Leahy**- Executive Director of CEDR (Clatsop Economic Development Resources)  
and the Clatsop Community College Small Business Development Center  
**Mark Gustafson**- Owner, Gustafson Logging Co.

### **Committee Mission and Goals:**

“Pursuant to the following bylaws, the mission of the Clatsop Forestry and Wood Products Economic Development Committee is to share educational information regarding wood and paper products, forest management, land use, and related issues with community leaders and the general public. Primary goals are to 1) educate community leaders and the public about the status and importance of the forest sector in the regional economy, and 2) stimulate economic planning efforts and economic development projects in the forest sector for the benefit of local communities”.

### **Committee Members:**

Kevin Leahy, CEDR/CCC SBDC, Chair.  
Lianne Thompson, Clatsop County Commissioner, Vice-Chair.  
Lindsay Davis, OSU Extension, Secretary-Treasurer.  
Mark Gustafson, Gustafson Logging.  
Mark Morgans and Tom Clark, Lewis & Clark Timberlands/Greenwood Resources,  
Dan Goody, District Forester, Oregon Department of Forestry  
Craig Sorter, Weyerhaeuser  
Cliff Tuttle, Hampton Warrenton Mill  
Joyce Aho, WorkSource Northwest Oregon/Oregon Employment Department  
Tom Scoggins, Society of American Foresters



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**Economic Importance of this Sector in Clatsop County:**

Forest Sector Jobs 1719 Jobs. 11.5% of Employment. \$111,000,000 annual payroll.  
Average wage \$64,502, almost double county average. Roughly 30% of county economic base tied to this sector.  
Forest Ownership: Large Private 52%, State and other Public, 33%, Small Private 15%.

**Mark Gustafson Update.**

**Review of Tax Revenue Projections for Clatsop State Forest FY 2016 (Attachment)**  
Supporting Clatsop County (County Share Distribution), School Distribution: County School Fund, Individual School Districts, Clatsop Community College, and NW ESD.

**Review of Taxes Paid Lewis & Clark Timberlands/Greenwood Resources (Attachment)**

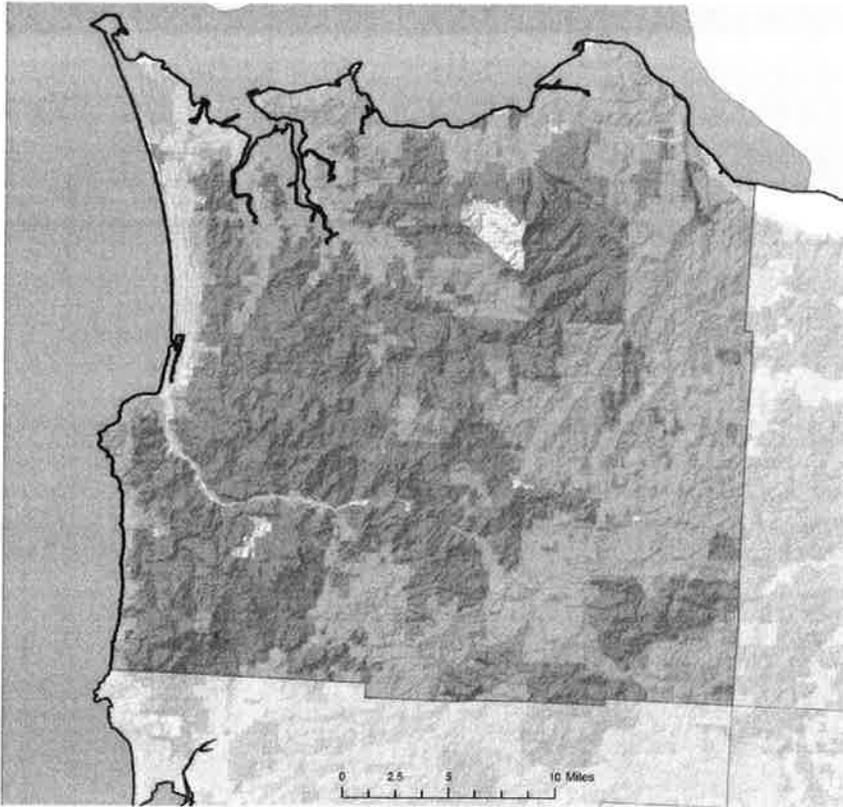
**Annual Leaders Tour Invitation. Wednesday, October 5<sup>th</sup>. 7:30 am- 2:00 PM.**  
**Theme: "Forest Protection & Enhancement"**

**Questions.**

# CLATSOP COUNTY



Oregon Forest Resources Institute



## LAND AREA

(thousands of acres)

Total land	529
Total forestland (94%)	499

## FORESTLAND OWNERSHIP

(thousands of acres)

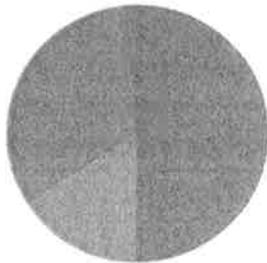
Federal	0.4
Large private	258
Small private	78
State and other public	162
Tribal	0

## TIMBER HARVEST

(thousands of board feet)

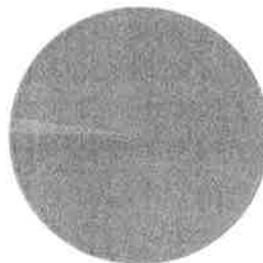
Federal	0
Large private	218,274
Small private	6,719
State and other public	60,921
Tribal	0
<b>TOTAL</b>	<b>285,914</b>

### FORESTLAND OWNERSHIP



0%	FEDERAL	0%
52%	LARGE PRIVATE	76%
16%	SMALL PRIVATE	2%
33%	STATE AND OTHER PUBLIC	21%
0%	TRIBAL	0%

### TIMBER HARVEST BY OWNER



2011

## FOREST SECTOR JOBS

Forest sector jobs	1,719
% of county employment	11.5
Economic base	\$485.7 million
% of county economic base	29.5

## PRIMARY WOOD PROCESSING

Sawmill	1
Plywood plant	0
Pulp and board plant	0
<b>TOTAL</b>	<b>1</b>





# Oregon

Kate Brown, Governor

## Department of Forestry

Astoria District  
92219 Highway 202  
Astoria, OR 97103  
(503) 325-5451  
Fax (503) 325-2756

May 13, 2016

Cameron Moore  
Clatsop County Manager  
800 Exchange, Suite 410  
Astoria, OR 97103

RE: Revenue Projections for Clatsop State Forest Fiscal Year (FY) 2016 and FY 2017.

Dear Cameron:

The final distribution for FY 16 was sent to Clatsop County in April. The FY16 revenue distributions to the county have totaled \$23.5 million dollars.

The updated projection for FY17 has decreased by eight percent. The forecasted distributions to the County and Taxing Districts is approximately \$15.3 million dollars. The changes in the forecasted distributions are due to timber sale purchaser's harvest scheduling adjustments.

The first revenue projection for FY 18 will be sent with the next quarterly update.

The following points are still necessary to keep in mind when reviewing this information:

1. The assumption was made that sales will be harvested and payments will be made in a timely manner, as per our contract requirements.
2. Current market conditions, in addition to other social and economic factors, could have significant impacts on the reliability of these estimated projections.
3. Projected revenues on "recovery" type sales are estimates based on a timber cruise of volume to be harvested. Actual revenue from these sales will vary according to the accuracy of the timber cruise.
4. Minor sources of revenue have not been identified in these projections. This includes special or smaller sales of low value.
5. A conservative, but realistic approach was taken when preparing these projections. The early harvesting of sales was not anticipated unless circumstances or information from purchasers indicated otherwise.

Furthermore, any changes and/or additional restrictions imposed by federal and state Endangered Species Act regulations could seriously encumber these projections.

The revenue distribution formulas are estimates based on input from the County Tax Department reports. If you have any questions concerning these projections, I invite you to contact me directly 503-325-5451.

Sincerely,

Frank Lertora  
Astoria Acting Assistant District Forester

<b>m5_type</b>	<b>DISTRICT_TYPE_CODE</b>	<b>DISTRICT_NAME</b>	<b>TotalImposed</b>
Government	Fire	Cannon Beach RFPD	\$157.88
Government	Fire	Elsie-Vinemaple RFPD	\$5.28
Government	Fire	Gearhart RFPD	\$4.02
Government	Fire	Hamlet RFPD	\$0.63
Government	Fire	Olney-Walluski Fire & Rescue	\$4.15
Government	Fire	Seaside RFPD	\$0.70
Government	Government	Clatsop 4H & Extension	\$3,599.33
Government	Government	Clatsop County	\$108,101.42
Government	Government	Clatsop County Ambulance	\$0.00
Government	Government	Port of Astoria	\$8,465.77
Government	Government	Sunset Empire Park & Recreation Center	\$25,582.42
Government	Health	Clatsop Care Center	\$7,163.75
Government	Health	Union Health District	\$837.92
Government	Law Enforcement	Clatsop County Rural Law Enforcement	\$48,496.59
Government	Road	Road District #1	\$68,582.72
Government	Transportation	Sunset Empire Transportation	\$10,919.27
Government	Water	Skipanon Water District	\$60.00
Non-Limited	Diking	Diking Improvement Co #9	\$8.50
Non-Limited	Fire	Fire Patrol Surcharge	\$427.50
Non-Limited	Fire	OR Forestry Fire Patrol	\$177,941.55
School	School	Astoria School District #1	\$223,049.70
School	School	Clatsop Community College	\$64,443.72
School	School	Jewell School District #8	\$19,039.49
School	School	Knappa School District #4	\$5,531.30
School	School	Northwest Regional ESD	\$10,362.45
School	School	Seaside School District #10	\$135,590.01
School	School	Warrenton-Hammond School District #30	\$1,675.24
<b>2015-2016 Total</b>			<b>\$920,051.31</b>

**LEWIS & CLARK TIMBER 2015 TAXES PAID**



**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Approve the 2015-16 budget and appropriation adjustments as required by ORS 294.463.

**Category:** Consent Calendar

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

---

**Issue before the Commission:** Approve the 2015-16 budget and appropriation adjustments as required by ORS 294.463.

**Informational Summary:** Attached is the R&O required by ORS 294.463 for the budget adjustments for fiscal year 2015-2016. These adjustments are required to avoid being in violation of budget law due to unanticipated increases in costs, and to realign appropriation authority between categories. The need for budget adjustments is further explained in the attached Schedule "A".

**Fiscal Impact:** The potential fiscal impact is \$0 as these adjustments are within funds that either have adequate contingency to cover these costs or the adjustment is for appropriation authority only.

**Options to Consider:**

1. Approve the year-end budget and appropriation adjustments as required by ORS 294.463.
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** "I move that the Board approve the year-end budget adjustments to remain in compliance with Oregon budget law per ORS 294.463."

**Attachment List:**

- A. Schedule "A" Appropriation adjustments



Schedule A

2015-16 Budget Adjustments

**I. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATIONS BETWEEN ORGANIZATIONAL UNITS WITHIN A FUND**

<u>ORGANIZATION UNIT/FUND</u>	<u>INCREASE</u>	<u>DECREASE</u>
Transfer to Other Funds 001/9800/82-8100	\$91,500	
Appropriation for Contingency 001/9900/82-9901		\$91,500

Comment: This adjustment is due to: An increase in timber revenues received that are to be transferred to the Special Projects Fund per Board policy and is for appropriation authority only.

Onsite Sewage Systems 007/4174/82-2454	\$9,000	
Appropriation for Contingency 007/9915/82-9900		\$9,000

Comment: This adjustment is for appropriation authority only to cover the cost of furniture purchases for the new office space and is offset by increased revenues.

**II. ADJUSTMENTS INVOLVING A TRANSFER OF APPROPRIATION AUTHORITY BETWEEN CATEGORIES WITHIN AN ORGANIZATIONAL UNIT**

<u>ORGANIZATION UNIT/FUND</u>	<u>INCREASE</u>	<u>DECREASE</u>
Rural Law Enforcement District 005/2191/82-2454	\$38,800	
Rural Law Enforcement District 005/2191/82-4900		\$38,800

Comment: This adjustment is due to costs associated with the purchase of furniture for the newly remodeled Sheriff's Offices that don't qualify as Capital Outlay purchases but instead should be categorized under Materials and Services.

Special Projects 100/2000/82-2268	\$9,000	
Special Projects 100/2000/82-4895		\$9,000

Comment: This adjustment is due to costs associated with the purchase of furniture for the newly remodeled Sheriff's Offices that don't qualify as Capital Outlay purchases but instead should be categorized under Materials and Services.

Jail Commissary 140/9100/82-2805	\$13,520	
Jail Commissary 140/9100/82-9900		\$13,520

Comment: This adjustment is due to increased purchases of inmate commissary items.

Juvenile Crime Prevention 020/2170/82-1964	\$6,000	
Juvenile Crime Prevention 020/2170/82-9900		\$6,000

Comment: This adjustment is due to a change in employee health insurance coverage that was unanticipated.



**Clatsop County Board of Commissioners  
Regular Meeting  
May 11, 2016**

Chair Scott Lee called the meeting to order at 6:00 pm., in the Judge Guy Boyington Building, 857 Commercial Street, Astoria, Oregon. Also present were Commissioners Sarah Nebeker, Lisa Clement, and Lianne Thompson and Dirk Rohne.

Staff Present:

Cameron Moore County Manager

Heather Reynolds County Counsel

**AGENDA APPROVAL**

*Nebeker made and Clement seconded a motion to approve the agenda. Motion carried unanimously.*

**PROCLAMATION**

a. Emergency Medical Services Week.....{Page 1}  
Lee stated that Medix is our local ambulance service provider and that Emergency Medical Services Week is observed nationally and recognizes more than 750,000 people nationwide who provide day-to-day lifesaving services on the medical front line. Shawna Zamora from Medix read a speech written by Steven Zamora. Zamora stated that Medix has been providing medical services in the state of Oregon since 1975. Zamora said their goal is to reach the needs in the community in a compassionate, professional and timely manner. Zamora wanted to thank the commission for trusting Medix to service the community of Clatsop County. The theme this year is EMS STRONG: Called to Care. Zamora said the proclamation before the Board is important to the team of EMS workers including the dedicated volunteer firefighters and EMT's. Zamora thanked the Board for the proclamation and the continued support to the emergency medical workers. *Thompson moved and Clement seconded the motion to approve the proclamation declaring the week of May 15-21, 2016 as Emergency Medical Services Week. Motion carried unanimously.*

Lee read the proclamation.

**BUSINESS FROM THE PUBLIC**

Drew Herzig, 628 Klatskanine Ave., Astoria. Herzig said that affordable housing has been a county wide concern. Herzig feels there has been no progress made and wants the county commissioners to take the charge. Herzig wants to move the discussion forward before the situation gets worse.

Pamela Matson-McDonald, 1561 Exchange, Astoria. Matson thanked the commissioners for making a receptacle for hazardous waste in the county. Matson asked the commissioners to draft a letter opting out of the Linn County timber suit. Matson wants the Board to be more transparent.

1 Zachary Seidel, 364 9<sup>th</sup> Street, Suite C, Astoria. Seidel wanted to announce his candidacy for a  
2 state House of Representative seat. Seidel stated he needed a treasurer for his campaign. Seidel  
3 said affordable housing is important. He has not been able to afford housing.  
4

5 Helen Westbrook, 2860 Log Bronc Way, Astoria. Westbrook said the county's representative at  
6 the Forest Trust Land Advisory Council sat silent when the Chair pressed members of the public  
7 to leave the April 22<sup>nd</sup> public meeting. Westbrook feels there was trust and credibility lost.

8 Westbrook said that Clatsop County needs to be strongly and fairly represented at the Forest  
9 Trust Lands Advisory meetings. Westbrook said she has spoken to the Board in previous  
10 meetings regarding Chair Josi's reports and said those reports do not reflect the Board's  
11 discussion or decisions. Westbrook said over a year ago an agenda item was brought forward of  
12 a draft letter addressed to the Department of Forestry. The letter stated the support of a balanced  
13 management of the forests and expressed the concerns of pesticides and it did not support  
14 targeting older trees to harvest. Westbrook said there was no vote taken and the letter was not  
15 sent.  
16

17 Jessie Jones, 733 Alameda Ave., Astoria. Jones agreed with Westbrook. Jones is asking the  
18 county to stand up for the state forests and also stand up for public participation.  
19

20 Nancy Holmes, 1520 Cooper Street, Seaside. Holmes said that Chair Josi has sent a letter to the  
21 Board of Forestry that represents his views and not the views of Holmes. Holmes feels the Board  
22 is not speaking up to save Clatsop County forests. Holmes would like to see the Board drop out  
23 of the Linn County lawsuit. Holmes is opposed to the 70/30 cut, Josi's recommendation to cut  
24 more and target the old growth habitat.  
25

26 Roger Dorband, 462 6<sup>th</sup> Street, Astoria. Dorband supports the other comments that have been  
27 made regarding forestry. Norband wanted to relay an experience of driving Highway 26 and saw  
28 massive clear cuts when he entered into Clatsop County. Norband felt ashamed that there hasn't  
29 been better ways to deal with the fiscal situation beyond clear cutting. Norband said there needs  
30 to be a more moderate approach to logging and it should be scaled down.  
31

32 Jerome Arnold, PO Box 72, Cannon Beach. Arnold said several people have expressed their  
33 opinion that Commissioner Thompson has not been acting knowledgeably with respect to  
34 representing the county on the Forest Trust Land Advisory Council. Arnold asked how  
35 Thompson can represent the county's interests which affect every citizen, 136,000 acres, harvest  
36 revenue of approximately \$23.6 million and endangered species. Arnold said the spotted owl  
37 population is plummeting in the north Oregon coast range and there is an active petition to  
38 upgrade the status to Endangered. Arnold wants to know if Josi's opinion represents the  
39 commissioners. Arnold has reviewed the minutes and audio of the Board's meetings which  
40 reveal multiple requests by commissioners and citizens to hold a public hearing and/or a work  
41 session regarding the forestry issue. Arnold would like the Board to approve the letter dated  
42 April 8, 2015 to Doug Decker, State Forester. Arnold said sending a commissioner to represent  
43 the county where decisions affecting funding are foolish without an approved policy document.  
44

45 Carolyn Eady, 1950 S.E. Sheridan, Astoria. Eady became active in state forests in the 1990's.  
46 Eady was on the state forest advisory committee. Eady has heard Josi testify numerous times on

1 needing more timber to meet the needs of the county. Eady has seen the complex structure start  
2 at 50%, then 40% and now 30%. Eady said there has been a tremendous loss in conservation in  
3 the last 15 years. Eady said at the Forest Trust Lands Committee meeting there was vivid  
4 testimony describing the degradation to their environment that has already occurred as a result of  
5 current logging and spraying practices. Eady would like the Board to not allow Josi to speak for  
6 Clatsop County.

7  
8 **CONSENT CALENDAR**

9 *Thompson moved and Clement seconded a motion to approve the consent calendar. Motion*  
10 *carried unanimously.*

- 11 a. Consider request for utility easement across county owned property..... {Page 3}
- 12 b. Award of contract to Coral Construction Company for guardrail repairs..... {Page 11}
- 13 c. Board of Commissioners Regular Meeting Minutes 3-23-16 ..... {Page 19}
- 14 d. Board of Commissioners Special Meeting Minutes 4-6-16 ..... {Page 23}
- 15 e. R&O setting assessments for Diking Districts 5, 11 & 14 for FY 16-17 ..... {Page 25}
- 16 f. Emergency Management budget adjustment 2015-16 hazardous materials emergency  
17 planning grant..... {Page 39}

18  
19 **COMMISSIONERS' REPORTS**

20 Nebeker no report.

21  
22 Clement no report.

23  
24 Thompson thanked the citizens for their comments. Thompson said there is a variety of opinion  
25 on the forest issues and has heard others speak to the need of revenue from the forest lands.  
26 Thompson said she is dedicated to representing all of Clatsop County's interest. Thompson  
27 would like to have a more public and broader discussion. Cannon Beach has established a  
28 Medical Reserve Corps as part of the community's response in case of emergency. The  
29 Department of Forestry has been looking at all the tax lots in Clatsop County to determine if  
30 people affected by wildland fires were paying their fair share so the ODF fire trucks show up.  
31 Thompson said the housing discussion continues with ColPac and CEDR. There is a housing  
32 sub-committee from the AOC. Thompson said it is too early to know how things will reformulate  
33 with the Board of Forestry and the Council of Forest Trust Lands. Thompson said she represents  
34 the county's interests to keep everything well protected as much as possible and looking for  
35 economic development which provides revenue for the taxing districts. Cannon Beach's efforts  
36 to address affordable housing continue as well.

37  
38 Nebeker said she doesn't feel very informed about what goes on at the Forest Trust Lands  
39 meetings and would appreciate hearing more concrete things about what is happening.

40  
41 Rohne attended the Department of Forestry Land Designation Workshop to properly take into  
42 account the land that is forested in the rural areas and taxing them appropriately. Rohne also  
43 attended the Clatsop Community Foundation Arts & Ideas Auction to raise money to provide  
44 educational opportunities for students at the college. Rohne donated an item that was well  
45 received.

1 Lee attended the Northwest Oregon Housing Authority meeting where they discussed concerns  
2 about affordable housing. Lee said as soon as Clatsop Shores is sold the trust fund will be made  
3 whole and those funds will be freed up. Rohne gave former Commissioner Birkby credit for  
4 taking the initiative on the Northwest Oregon Housing Authority merger. Lee said if there was an  
5 easier way to build accessory dwelling units such as mother in law apartments then this could  
6 increase capacity in housing. Lee sat in on the Wetland Advisory Committee meeting and there  
7 may be some recommendations brought to the Board.

8  
9 **COUNTY MANAGER'S REPORT**

10 Moore no report.

11  
12 **ADJOURNMENT 6:45pm**

13  
14 Approved by,

15  
16  
17  
18 

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Scott Lee, Chairperson

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Acceptance of May 17, 2016 Primary Election Abstract/Canvass of Votes

**Category:** Consent Calendar

**Prepared By:** Valerie Crafard, County Clerk

**Presented By:** Valerie Crafard, County Clerk

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**Issue before the Commission:** Accept the Election Abstract/Canvass of Votes for Commissioner District 2 and Commissioner District 4 races and the Clatsop County Fair Local Option Levy measure

**Informational Summary:** The Clatsop County Board of Commissioners is the governing body for the commissioner races and the Clatsop County Fair. Pursuant to ORS 255.295, not later than the 40<sup>th</sup> day after receiving the abstract, the district elections authority shall determine from it the results of the elections. A certified copy of the Abstract of Votes for the May 17, 2016 Primary Election for Commissioner District 2, Commissioner District 4 and the County Fair Board local option levy measure is attached.

**Fiscal Impact:** Not applicable

**Options to Consider:**

1. Accept the Canvass of Votes for the May 17, 2016 Primary Election and authorize the Chair to sign
2. There are no other options to consider

**Staff Recommendation:** Option #1

**Recommended Motion:** *"I move to accept the Canvass of Votes for the May 17, 2016 Primary Election for Clatsop County Commissioner District 2, Clatsop County Commissioner District 4 and the Clatsop County Fair Board local option levy measure and authorize the Char to sign the Election Abstract/Canvass of Votes. "*

**Attachment List:**

- A. Election Abstract/Canvass of Votes.

Clatsop County  
 Attn: Theresa Dursee  
 800 Exchange St, Suite 400  
 Astoria, OR 97103

**REPLY NOT LATER THAN JULY 1, 2016**

VOTES PERCENT

County Commissioner, District 2		
(VOTE FOR) 1		
(WITH 10 OF 10 PRECINCTS COUNTED)		
John B Dunzer . . . . .	537	28.80
Sarah Nebeker . . . . .	1,366	70.63
WRITE-IN . . . . .	11	.57
Over Votes . . . . .	2	
Under Votes . . . . .	687	

County Commissioner, District 4		
(VOTE FOR) 1		
(WITH 9 OF 9 PRECINCTS COUNTED)		
Kathleen Sullivan . . . . .	1,369	97.77
WRITE-IN . . . . .	81	5.23
Over Votes . . . . .	0	
Under Votes . . . . .	845	

County Measure 4-172		
(VOTE FOR) 1		
(WITH 33 OF 33 PRECINCTS COUNTED)		
Yes . . . . .	7,828	69.41
No . . . . .	3,480	30.59
Over Votes . . . . .	4	
Under Votes . . . . .	878	

**CANVASS OF VOTES**

I certify the votes recorded on this canvass correctly summarize the tally of votes cast for the May 17, 2016 Primary Election.

*Valerie Craford*  
 Valerie Craford, County Clerk  
 Dated this 1<sup>st</sup> day of June 2016



This is to verify receipt of the Final Official Canvass of Votes from the May 17, 2016 Primary Election and our acceptance of it as the official election results.

\_\_\_\_\_  
 Scott Lee Date  
 Clatsop County Commissioner

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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<b>Issue/Agenda Title:</b>	Consideration of Compensation Plan Amendment for the Position of Case Aide/Restitution Specialist
<b>Category:</b>	Consent Agenda
<b>Prepared By:</b>	Robin Koch, Human Resources Director
<b>To Be Presented By:</b>	Lt. Kristen Hanthorn, P arole & Probation

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**Issue Before the Commission:** Lt. Kristen Hanthorn requests consideration of an addition to the County's Compensation Plan to include the position of Case Aide/Restitution Specialist. The addition to the County's Compensation Plan resulting from this addition requires Board approval when the addition of the position results in an increase in appropriations.

**Informational Summary:**

The position of Case Aide/Restitution Specialist is a new position that will perform a variety of case management services by connecting offenders with needed and necessary services; gather, review and report to Probation Officers, or appropriate staff, a variety of information pertaining to offenders and their supervision. Perform program services and other duties for offenders as assigned by the Lieutenant and supervising officers.

Based on the County's internal analysis and external compensation survey of comparable positions required skills, knowledge, abilities, qualifications and responsibilities, it is recommended this position be added to the County's Compensation Plan as a represented/non-exempt position as follows:

Range 11      Monthly Salary: \$3,072.64 to \$3,374.81    Represented

The position would be comparable to our Staff Assistant positions throughout the County which is also classified at a range 11 in the Compensation Plan - Appendix A.

If approved, it is recommended this position be placed into our Compensation Plan- Exhibit A- Salary & Rate Table, to be effective retroactive to June 8, 2016

**Fiscal Notes:** The additional revenue required for this position addition was approved by previous Board action, dated January 13, 2016.

**Options to Consider:**

1. Authorize the Chair Person to sign the Resolution and Order to approve the addition of the Case Aide/Restitution Specialist position to Clatsop County's Compensation Plan-Exhibit A.
2. Postpone the addition to Clatsop County's Compensation Plan-Exhibit A to include the Case Aide/Restitution Specialist position.
3. Do not approve the reclassification of the Case Aide/Restitution Specialist position to the Clatsop County's Compensation Plan--Exhibit A.

**Attachment List:**

Resolution & Order  
Approval to Amend Appendix A - Salary Rate Table  
Position Description

**Staff Recommendation:** Option 1. Authorize the Chair Person to sign the Resolution and Order to approve the addition of the Case Aide/Restitution Specialist position to Clatsop County's Compensation Plan - Exhibit A.

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IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY

ADOPTING REVISIONS TO THE )  
COMPENSATION PLAN ) RESOLUTION AND ORDER

WHEREAS, the 1990 Personnel Ordinance, Section 10.7.4, provides that the County Manager shall periodically review compensation and position classifications and seek Board of County Commissioners approval for any new position or increase in appropriations; and

WHEREAS, a review indicates that the establishment of a newly defined position of Case Aide / Restitution Specialist, Range 11 - \$3,072.64 to \$3,734.81 per month (Exhibit A) to be added to the Appendix A of the Compensation Plan are appropriate; now therefore

IT IS HEREBY RESOLVED that the Compensation Plan is revised as presented in Exhibit "A" as attached hereto and incorporated herein by reference, effective June 8, 2016; and

DATED this 8th day of June 2016.

BOARD OF COMMISSIONERS FOR  
CLATSOP COUNTY, OREGON

\_\_\_\_\_  
Scott Lee, Chairperson

Approval to Amend Appendix A – Salary & Rate Table for Clatsop County as follows:

APPENDIX A – Salary & Rate Table											
Effective June 1, 2016											
POSITION TITLE	RANGE	UNION	HOURS	O/T ELIG	A	B	C	D	E	HRLY RATE	TOP STEP
Case Aide/Restitution Specialist	11	A	37.5	Yes	\$3,072.64	\$3,226.26	\$3,387.56	\$3,556.94	\$3,734.81	\$18.91	\$22.98

Approved By: Cameron Moore, Clatsop County Manager \_\_\_\_\_ Date \_\_\_\_\_

Note 1: The Sheriff's Office – Parole & Probation Division requests a pay rate for the newly identified position of Case Aide/Restitution Specialist which corresponds with the AFCSME – Courthouse & Roads Collective Bargaining Agreement - Article 10 Compensation; Section 1: Wages Compensation; (B.) - Establishing Wages for New positions. The working title of Case Aid/Restitution Specialist in the Sheriff's Office will be paid consistent with the Staff Assistant at range 11.

The rate of \$22.98 will establish the top step of the pay range on the Appendix A for this position.

**ORGANIZATION: Clatsop County**

**LOCATION: Astoria, OR**

**DEPARTMENT: Sheriff's Office**

**DATE: May 2016**

**JOB CLASS: 11 A 3 Non-Exempt**

**JOB TITLE: Case Aide/Restitution Specialist – Parole & Probation Division**

**PURPOSE OF POSITION:**

To provide individual and group educational, cognitive and life skills training for offenders on supervision with Clatsop County Parole and Probation. To work with offenders to establish personal goals and objectives; assist offenders in connecting with appropriate treatment programs, obtaining health insurance coverage; work with employers to establish job placement for offenders. To monitor the payment of restitution and other court ordered financial obligations.

**ESSENTIAL FUNCTIONS OF POSITION:**

Provide individual and group educational, cognitive and life skills training for offenders.

Work with offenders to establish personal goals and objectives; assist offenders in connecting with appropriate treatment programs, obtaining health insurance through OHP; work with employers to establish job placement for offenders.

Attend community meetings to learn about community resources and services and to strengthen partnerships with resource providers that may assist offenders.

Conduct intake interviews and orient incoming offenders to supervision expectations, informing them of rules, policies, operations and disciplinary process.

Maintain records reflecting contacts made with each offender and community contacts in regards to specific offenders.

Work collaboratively, as a team member, with all individuals and groups of people in the County and community.

Refers offenders to available community resources related to housing, educational services, employment services, substance abuse support services, etc.

Creates various forms to help with tracking completion of treatment and non-compliance of offenders.

Assist offenders in finding and maintaining employment, educating offenders on resume building, job interview skills and basic budgeting.

Assist offender with obtaining G.E.D. and educational opportunities.

Monitor offender court ordered financial obligations including the payment of restitution.

Collect urinalysis and DNA specimens from clients as directed by sworn staff.

Operates a variety of office equipment, including computers, copier, fax machine, etc.; as well as law enforcement equipment, two-way radios, electronic monitoring devices, breathalyzer, drug test kits, camera, etc.

Answers telephone and routes calls to appropriate staff person; provides information and assistance to callers and office visitors.

Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

Attends and participates in required trainings.

Has regular and reliable attendance.

Overtime may be required.

Performs other related duties as assigned.

To maintain records and prepare reports on activities, cases, and contacts; submit reports to appropriate agency or organizational unit.

To participate in Court proceedings and hearing processes—provide information as requested;

To follow all safety rules and procedures established for work areas.

Exercises good judgement.

Communicate and interact firmly yet courteously with the public and offenders, and in accordance with Sheriff's Office policy and procedures. Must present a positive, objective and consistent approach in dealing with people and resolving conflicts and problems.

May encounter situations that involve hazardous materials, body fluids, and communicable diseases.

May operate unmarked department vehicles during both day and night; in congested traffic and in unsafe road conditions caused by factors such as rain, fog, ice and snow.

Assist Probation Deputies by investigating violations of supervision conditions. Interviews witnesses and suspect offenders. Collect, mark and preserve evidence. Prepare written reports.

Reads, comprehends and complies with or enforces legal and non-legal documents, including the preparation and processing of such documents as detainers, affidavits and warrants, department policies and procedures, and labor agreements.

Inform the public and respond to inquiries regarding directions, laws, ordinances, complaint procedures and provide general assistance as required.

#### AUXILIARY FUNCTIONS OF POSITION:

May be assigned to compile data and report grant progress reports to Criminal Justice Commission as directed by the Lieutenant. Maintain department-issued equipment. Maintain proficiency by attending training meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

*THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.*

#### JOB QUALIFICATION REQUIREMENTS: -22-

### MANDATORY QUALIFICATION REQUIREMENTS:

Requires a high school diploma or equivalent AND two years post-secondary education OR two years of experience in corrections, criminal justice, social work, or a related field OR any equivalent combination of experience, education and / or training relevant to the position.

### DESIRABLE QUALIFICATIONS:

Associates Degree.

Bi-lingual English/Spanish.

### PHYSICAL DEMANDS:

Operates a motor vehicle in the performance of duties; maintains a current Oregon driver's license and an acceptable driving record; sees close and distant objects within normal parameters and uses peripheral vision; sees a night and under dark or low light settings; demonstrates sufficient depth perception; differentiates between colors; uses olfactory senses; hears within normal range; speaks clearly; uses a loud voice to shout; sits, walks, stands and moves around in the work area for extended periods of time; climbs stairs and/or inclines repeatedly; bends, stoops, crawls and kneels; kicks open doors; lifts and carries up to 50 lbs.; reaches for and lifts a 10 lb object; works in a wide range of temperature conditions, indoors and outdoors; writes legibly; grasps, handles and manipulates objects with hands; implements finger dexterity to manipulate objects with fingers rather than whole hands or arms for extended periods of time, for example using a keyboard; works flexible hours during the day and week and may be required to work on weekends, depending upon the needs of the office.

### BEHAVIORAL EXPECTATIONS:

Communicates effectively and coherently, orally and by telephone; communicates effectively in writing, with proper use of spelling, punctuation and grammar; utilizes basic math functions including addition, subtraction, multiplication and division; retains knowledge; works independently; accepts reasonable, instructive and professional criticism and responds with professional and appropriate behavior; remains calm in stressful situations; exercises discretion in personal behavior and in decision making; applies creativity when resolving problems; identifies good customer services and consistently applies qualities to one's job performance; possesses sufficient interpersonal skills to deal with a wide variety of personalities and maintains a professional demeanor; works as a team member in a team environment, and participates in the successful completion of common goals; trains co-workers; conveys clearly and concisely a series of steps and/or concepts to another individual, to enable them to become proficient at new tasks.

### WORKING CONDITIONS:

Work locations are generally in office environments. Contact with Individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates vehicles and may be required to sit/stand for extended periods while performing various duties.

### SUPERVISORY RESPONSIBILITY:

Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on Sheriff's Office policies and practices.



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**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY June 8, 2016**

**Agenda Item**

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**Issue/Agenda Title:** Consideration of Compensation Plan Amendment for the casual position of Elections Worker

**Category:** Consent Agenda

**Prepared By:** Robin Koch, Human Resources Director

**To Be Presented By:** Robin Koch, Human Resources Director

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**Issue Before the Commission:** The County Clerk’s office requests consideration of an addition to the County's Compensation Plan to include the casual position of Election Worker. The addition to the County's Compensation Plan resulting from this addition requires Board approval when the addition of the position results in an increase in appropriations.

**Informational Summary:**

The casual position of Elections Worker is a position that performs clerical functions within the Elections Division of the County Clerk’s office in the areas of voter registration and election preparation.

Based on the County's internal analysis and external compensation survey of comparable positions within other Oregon State counties that require similar skills, knowledge, abilities, qualifications and responsibilities, it is recommended this position be added to the County’s Compensation Plan as a non-represented/non-exempt position as follows:

Range 8      Hourly Salary: \$11.43

If approved, it is recommended this position be placed into our Compensation Plan- Exhibit A- Salary & Rate Table, to be effective retroactive to June 8, 2016.

**Fiscal Notes:** There is zero impact because the budget adopted with the above-noted hourly pay rate.

**Options to Consider:**

1. Authorize the Chair Person to sign the Resolution and Order to approve the addition of the casual position of Elections Worker to Clatsop County's Compensation Plan--Exhibit A.
2. Postpone the addition to Clatsop County's Compensation Plan--Exhibit A to include the casual position of Elections Worker.
3. Do not approve the reclassification of the casual position of Elections Worker to the Clatsop County's Compensation Plan--Exhibit A.

**Attachment List:**

- Resolution & Order
- Approval to Amend Appendix A - Salary Rate Table

## Position Description

**Staff Recommendation:** Option 1. Authorize the Chair Person to sign the Resolution and Order to approve the addition of the casual position of Elections Worker to Clatsop County's Compensation Plan - Exhibit A.

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IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY

ADOPTING REVISIONS TO THE )  
COMPENSATION PLAN ) RESOLUTION AND ORDER

WHEREAS, the 1990 Personnel Ordinance, Section 10.7.4, provides that the County Manager shall periodically review compensation and position classifications and seek Board of County Commissioners approval for any new position or increase in appropriations; and

WHEREAS, a review indicates that the establishment of a newly defined position of Elections Worker - Casual, Range 8 - \$11.43 per hour (Exhibit A) to be added to the Appendix A of the Compensation Plan are appropriate; now therefore

IT IS HEREBY RESOLVED that the Compensation Plan is revised as presented in Exhibit "A" as attached hereto and incorporated herein by reference, effective June 8, 2016; and

DATED this 8th day of June 2016.

BOARD OF COMMISSIONERS FOR  
CLATSOP COUNTY, OREGON

\_\_\_\_\_  
Scott Lee, Chairperson

Approval to Amend Appendix A – Salary & Rate Table for Clatsop County as follows:

APPENDIX A – Salary & Rate Table											
Effective June 1, 2016											
POSITION TITLE	RANGE	UNION	HOURS	O/T ELIG	A	B	C	D	E	HRLY RATE	TOP STEP
Elections Worker	11	C	37.5	Yes	\$11.00	---	---	---	---	\$11.43	---

Approved By: Cameron Moore, Clatsop County Manager Date \_\_\_\_\_

Note 1: The County Clerk's Office – Elections Division requests a pay rate for the identified casual position of Elections Worker.

**ORGANIZATION: Clatsop County**

**LOCATION: Astoria, OR**

**DEPARTMENT: Clerk & Elections**

**DATE: October 2015**

**REPORTS TO: County Clerk**

**JOB TITLE: Elections Worker - Casual**

**PURPOSE OF POSITION:**

Participates in the performance of clerical functions within the Elections Division of the County Clerk's Office. Performs tasks in the areas of voter registration and election preparation.

**ESSENTIAL FUNCTIONS OF POSITION:**

An employee in this classification may perform any of the following duties, however, these examples do not include all the specific tasks that an employee may be expected to perform up to and including:

1. Serves on an election board.
2. Process and inspect vote-by-mail and absentee ballots.
3. Sorts ballots by precinct and conducts signature verification.
4. May deliver and pick-up ballot boxes at ballot drop sites countywide.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE DUTIES ASSIGNED TO THIS JOB.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY QUALIFICATION REQUIREMENTS:** Knowledge of general office principles and practices and the ability to follow established policy and statutes.

**EDUCATION AND/OR EXPERIENCE:**

High School education or equivalent and minimum one year of experience in office environment or any satisfactory combination of experience and training which ensures the ability to perform all job assignments.

**DESIRABLE QUALIFICATIONS:** Prior election experience.

**PHYSICAL DEMANDS:** Tasks involve the ability to exert very moderate physical effort in light work, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials typically weighing up to 20 pounds and occasionally heavier objects.

**WORKING CONDITIONS:** Professional office working environment, which requires teamwork, cooperation, positive communication and safe work habits.

**SUPERVISORY RESPONSIBILITY:** Supervision is not a responsibility of this position.



**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8<sup>th</sup>, 2016**

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**Issue/Agenda Title:** Public Health Contract #148003 Amendment #5

**Category:** Consent Calendar

**Prepared By:** Bryan Hall

**Presented By:** Brian Mahoney

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**Issue before the Commission:** Adopt the Public Health Contract #148003 Amendment #5 as presented in Schedule "A" per ORS 294.463.

**Informational Summary:** Attached is the R&O required by ORS 294.463 for the budget adjustments for fiscal year 2015-16. These adjustments are due to unanticipated grant revenues that are passed through per IGA #148003. The need for budget adjustments is further explained in the attached Schedule "A".

**Fiscal Impact:** These additional grant dollars are to cover increased personnel and meeting presentation expenses related to the Health Impact Assessment Grant.

**Options to Consider:**

1. Approve the budget and appropriation adjustments as required by ORS 294.463

**Staff Recommendation:** Option #1

**Recommended Motion:** *"I move to authorize County Manager to approve the Public Health Contract Amendment #148003-5 and fund \$5,000 towards the Health Impact Assessment Project and adopt the R&O in the Attached Schedule "A" per ORS 294.463."*

**Attachment List:**

- A. Resolution and Order, Schedule "A", Schedule of Appropriation Adjustments
- B. Copy of Amendment #5 to Public Health Contract #148003, already signed by County Manager, awaiting approval from State.

**IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY, OREGON**

**In the matter of the adjustment of the fiscal year 2015-16 budget and appropriations by authorizing expenditure of unanticipated grant revenue from the Public Health Contract 148003, Amendment #5, per ORS 294.463** )  
 )  
 ) **RESOLUTION AND ORDER**  
 )  
 )

It appearing to the Board that there is a need to make adjustments in the fiscal year 2015-16 budget by authorizing expenditure of unanticipated grant revenue from the Oregon Health Authority, Agreement #148003 Amendment #5.

Where as the need for said adjustments, the purpose of the authorized expenditures and the amount of appropriation adjustments, is more particularly described in the Schedule of Revenue and Appropriation Adjustments attached hereto and incorporated herein as Schedule "A" and

Where as it appearing to the Board that such adjustments are allowed pursuant to ORS 294.463; not, therefore, it is

**RESOLVED AND ORDERED** that the Schedule of Revenue and Appropriation Adjustments attached hereto as Schedule "A" be approved.

**ADOPTED AND APPROPRIATED** this 8th Day of June 2016.

**BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY, OREGON**

\_\_\_\_\_  
Scott Lee, Chair

SCHEDULE A  
SCHEDULE OF APPROPRIATION ADJUSTMENTS

I. ADJUSTMENTS INVOLVING UNANTICIPATED GRANT REVENUE

<u>Organizational Unit/Fund</u>		<u>Increase</u>	<u>Decrease</u>
4110 Community Health	007/ 4110 / 81- 5202	\$5,000	Grant Revenue
	007/ 4110 / 82- 1873	4,300	Personnel
	007/ 4110 / 82- 2517	700	Training Materials \$200 Meeting Support \$500

Comment: Amendment #5 to the State Public Health Contract for Health Impact Assessment Grant.  
We are requesting budget authority to receive and expend the grant dollars in fiscal year 2015-16. All grant dollars must be expended by 08/31/16. Authorization to expend funds in 2016-17 included in proposed 2016-17 budget.

Prepared by: Bryan Hall      5/20/2016  
Public Health Contract 148003-5



Agreement #148003

**FIFTH AMENDMENT TO OREGON HEALTH AUTHORITY  
2015-2017 INTERGOVERNMENTAL AGREEMENT FOR THE  
FINANCING OF PUBLIC HEALTH SERVICES**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to [dhs-oha.publicationrequest@state.or.us](mailto:dhs-oha.publicationrequest@state.or.us) or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This Fifth Amendment to Oregon Health Authority 2015-2017 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2015 (as amended the "Agreement"), is between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and Clatsop County, acting by and through its Clatsop County Department of Public Health ("LPHA"), the entity designated, pursuant to ORS 431.375(2), as the Local Public Health Authority for Clatsop County.

**RECITALS**

WHEREAS, OHA and LPHA wish to modify the set of Program Element Descriptions set forth in Exhibit B of the Agreement

WHEREAS, OHA and LPHA wish to modify the Financial Assistance Award set forth in Exhibit C of the Agreement.

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows

**AGREEMENT**

1. Exhibit A "Definitions", Section 16 "Program Element" is amended to add Program Element titles and funding source identifiers as follows:

<b>PE Number and Title</b>	<b>Fund Type</b>	<b>Federal Agency/ Grant Title</b>	<b>CFDA#</b>	<b>Sub-Recipient (Y/N)</b>
PE 05 Health Impact Assessment (HIA) Program (Phase I): Building Capacity in Local Public Health Authorities	FF	NCEH, CDC / Environmental Public Health & Emergency Response	93.070	Y

2. Exhibit B "Program Element Descriptions" is modified as follows:

- a. Program Element #03 “Tuberculosis Services” is added as set forth in Attachment 1 “Program Element #03 Tuberculosis Services” to this Amendment and hereby incorporated into the Agreement by this reference.
  - b. Program Element #05: “Health Impact Assessment (HIA) Program (Phase I): Building Capacity in Local Public Health Authorities” is added as set forth in Attachment 2 “Program Element #05: Health Impact Assessment (HIA) Program (Phase I): Building Capacity in Local Public Health Authorities” to this Amendment and hereby incorporated into the Agreement by this reference.
  - c. Program Element #09 “Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2” is hereby superseded and replaced in its entirety by Attachment 3 “Program Element #09: Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2” attached hereto and hereby incorporated into the Agreement by this reference.
  - d. Program Element #10 “Sexually Transmitted Disease (STD) Case Management Services” is hereby superseded and replaced in its entirety by Attachment 4 “Program Element #10: Sexually Transmitted Disease (STD) Client Services” attached hereto and hereby incorporated into the Agreement by this reference.
3. Exhibit J “Information required by CFR Subtitle B with guidance at 2 CFR Part 200” is amended to add or update related federal award data as set forth in Attachment 5 “Information required by CFR Subtitle B with guidance at 2 CFR Part 200” to this Amendment and hereby incorporated into the Agreement by this reference.
  4. Section 1 of Exhibit C entitled “Financial Assistance Award” of the Agreement is hereby superseded and replaced in its entirety by Attachment 6 attached hereto and incorporated herein by this reference. Attachment 6 must be read in conjunction with Section 4 of Exhibit C, entitled “Explanation of Financial Assistance Award” of the Agreement.
  5. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
  6. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
  7. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
  8. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.
  9. This Amendment becomes effective on the date of the last signature below.

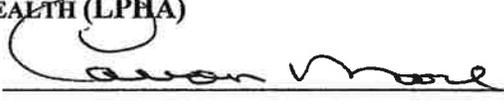
IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

**10. Signatures.**

**STATE OF OREGON ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY (OHA)**

By: \_\_\_\_\_  
Name: /for/ Lillian Shirley, BSN, MPH, MPA  
Title: Public Health Director  
  
Date: \_\_\_\_\_

**CLATSOP COUNTY ACTING BY AND THROUGH ITS CLATSOP COUNTY DEPARTMENT OF PUBLIC HEALTH (LPHA)**

By:   
Name: Cameron Moore  
Title: County Manager  
Date: 4/20/16

**DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY**

*Amendment form group-approved by D. Kevin Carlson, Senior Assistant Attorney General, by email on October 2, 2015. A copy of the emailed approval is on file at OCP.*

**OHA PUBLIC HEALTH ADMINISTRATION**

Reviewed by: \_\_\_\_\_  
Name: Karen Slothower (or designee)  
Title: Program Support Manager  
  
Date: \_\_\_\_\_

**OFFICE OF CONTRACTS & PROCUREMENT**

By: \_\_\_\_\_  
Name: Phillip G. McCoy, OPBC, OCAC  
Title: Contract Specialist  
  
Date: \_\_\_\_\_

## Attachment 1 to Amendment 5 to Agreement #148003

### Program Element #03 - Tuberculosis Services

1. **Description.** ORS 433.006 and Oregon Administrative Rule 333-019-0000 assign responsibility to LPHA for Tuberculosis (“TB”) investigations and implementation of TB control measures within LPHA’s service area. The funds provided under this Agreement for this Program Element may only be used, in accordance with and subject to the requirements and limitations set forth below, as supplemental funds to support LPHA’s TB investigation and control efforts. The funds provided under this Agreement for this Program Element are not intended to be the sole funding for LPHA’s TB investigation and control program.
2. **Definitions Specific to TB Services.**
  - a. **Active TB Disease:** TB disease in an individual whose immune system has failed to control his or her TB infection and who has become ill with active TB disease, as determined in accordance with the Centers for Disease Control and Prevention’s (CDC) laboratory or clinical criteria for active TB and based on a diagnostic evaluation of the individual.
  - b. **Appropriate Therapy:** Current TB treatment regimens recommended by the CDC, the American Thoracic Society, the Academy of Pediatrics, and the Infectious Disease Society of America.
  - c. **Associated Cases:** Additional cases of TB disease discovered while performing a contact investigation.
  - d. **B-waiver Immigrants:** Immigrants or refugees screened for TB prior to entry to the U.S. and found to have TB disease or latent TB infection.
  - e. **Case:** A case is an individual who has been diagnosed by a health care provider, as defined in OAR 333-017-0000, as having a reportable disease, infection, or condition, as described in OAR 333-018-0015, or whose illness meets defining criteria published in OHA’s Investigative Guidelines.
  - f. **Cohort Review:** A systematic review of the management of patients with TB disease and their contacts. The “cohort” is a group of TB cases counted (confirmed as cases) over 3 months. The cases are reviewed 6-9 months after being counted to ensure they have completed treatment or are nearing the end. Details of the management and outcomes of TB cases are reviewed in a group with the information presented by the case manager.
  - g. **Contact:** An individual who was significantly exposed to an infectious case of active TB disease.
  - h. **Directly Observed Therapy (DOT):** LPHA staff (or other person appropriately designated by the county) observes an individual with TB disease swallowing each dose of TB medication to assure adequate treatment and prevent the development of drug resistant TB.

- i. **Evaluated (in context of contact investigation):** A contact received a complete TB symptom review and tests as described in OHA's Investigative Guidelines.
- j. **Interjurisdictional Transfer:** A TB suspect, case or contact transferred for follow-up evaluation and care from another jurisdiction either within or outside of Oregon.
- k. **Investigative Guidelines:** Department guidelines, dated as of December 2013, which are incorporated herein by this reference are available for review at <http://public.health.oregon.gov/DiseasesConditions/CommunicableDisease/Tuberculosis/Documents/investigativeguide.pdf>.
- l. **Latent TB Infection (LTBI):** TB disease in a person whose immune system is keeping the TB infection under control. LTBI is also referred to as TB in a dormant stage.
- m. **Medical Evaluation:** A complete medical examination of an individual for tuberculosis including a medical history, physical examination, TB skin test or interferon gamma release assay (QuantiFERON®-TB Gold In-Tube test or T-SPOT®.TB test), chest x-ray, and any appropriate bacteriologic/histologic examinations.
- n. **Suspected Case:** A suspected case is an individual whose illness is thought by a health care provider, as defined in OAR 333-017-0000, to be likely due to a reportable disease, infection, or condition, as described in OAR 333-018-0015, or whose illness meets defining criteria published in OHA's Investigative Guidelines. This suspicion may be based on signs, symptoms, or laboratory findings.
- o. **TB Case Management:** Dynamic and systematic management of a case of TB where a person, known as a case manager, is assigned responsibility for the management of an individual TB case to ensure completion of treatment. TB Case Management requires a collaborative approach to providing and coordinating health care services for the individual. The case manager is responsible for ensuring adequate TB treatment, coordinating care as needed, performing contact investigations and following infected contacts through completion of treatment, identifying barriers to care and implementing strategies to remove those barriers.

### 3. Procedural and Operational Requirements.

- a. LPHA must include the following minimum TB services in its TB investigation and control program if that program is supported in whole or in part with funds provided under this Agreement, as defined above and further described below and in OHA's Investigative Guidelines.
- b. **Tuberculosis Case Management Services.** LPHA's TB Case Management Services must include the following minimum components:
  - (i) LPHA must investigate and monitor treatment for each case and suspected case of active TB disease identified by or reported to LPHA whose residence is in LPHA's jurisdiction, to confirm the diagnosis of TB and ensure completion of adequate therapy.

- (ii) LPHA must require individuals who reside in LPHA's jurisdiction and who LPHA suspects of having active TB disease, to receive appropriate medical examinations and laboratory testing to confirm the diagnosis of TB and response to therapy, through the completion of treatment. LPHA must assist in arranging the laboratory testing and medical examination, as necessary.
- (iii) LPHA must provide medication for the treatment of TB to all individuals who reside in LPHA's jurisdiction and who have TB but who do not have the means to purchase TB medications or for whom obtaining or using identified means is a barrier to TB treatment compliance. LPHA must monitor, at least monthly and in person, individuals receiving medication(s) for adherence to treatment guidelines, medication side effects, and clinical response to treatment.
- (iv) LPHA must develop a plan to ensure patient adherence with TB treatment guidelines for each individual within LPHA's jurisdiction identified by or reported to LPHA as having active TB disease. This plan should include the use of DOT for the majority of patients. If DOT will not be used, other methods to ensure patient adherence with treatment guidelines must be utilized and documented (e.g. monthly pill counts or other). Evidence of patient adherence (such as DOT records) must be documented in each individual's chart.
- (v) DOT Guidelines: DOT is the standard of care for the treatment of TB. Virtually all cases of active TB disease should be treated via DOT. If DOT is not utilized, the LPHA may be asked to justify to Department why DOT was not used for that particular individual.

The clinical indications and socioeconomic factors listed below are strong indicators that DOT is necessary to ensure adequate treatment of the individual and to prevent acquired drug resistant TB. Patients with the following risk factors must be on DOT. If patients with any of the below circumstances will not be on DOT for any reason during their course of treatment, OHA must be contacted and a plan to ensure compliance discussed.

(A) Clinical indications which require DOT include:

- (I) HIV and TB co-infection
- (II) Reactivation of TB disease or history of previous TB treatment
- (III) MDR-TB
- (IV) Smear positivity
- (V) Cavitory disease
- (VI) History of drug and alcohol abuse within the last 6 months
- (VII) Evidence of severe malnourishment with BMI <18.5
- (VIII) Patient < 18 years old

(B) Socioeconomic factors which require DOT include:

- (I) Homelessness

- (II) History of failure to arrive for clinic appointments and/or noncooperation with LPHA interventions and/or history of non-adherence with prescribed medical therapy (TB or other)
  - (III) Presence of child/children or immunocompromised individual in the household
  - (IV) Resident of a congregate setting such as jail, long term care facility, group home or homeless shelter.
  - (V) Patient unable to self-administer medications due to mental, physical, or emotional impairments
  - (VI) Patient shows poor understanding of TB diagnosis, or non-acceptance of diagnosis. Consider level of understanding especially carefully for patients with low literacy and/or low levels of English proficiency.
- (C) Patients not on DOT initially must start DOT if any of the following occur:
- (I) Slow sputum culture conversion (culture still positive > 2 months after treatment started)
  - (II) Slow clinical improvement or clinical deterioration while on TB therapy
  - (III) Adverse reaction to TB medications
  - (IV) Significant interruptions in therapy due to nonadherence
- (vi) LPHA may assist the patient in completion of treatment by utilizing the below methods. Methods to ensure adherence should be documented.
- (A) Proposed interventions for assisting the individual to overcome obstacles to treatment adherence (e.g. assistance with transportation).
  - (B) Proposed use of incentives and enablers to encourage the individual's compliance with the treatment plan.
- (vii) With respect to each case of TB within LPHA's jurisdiction that is identified by or reported to LPHA, LPHA shall perform a contact investigation to identify contacts, associated cases and source of infection. The LPHA must evaluate all located contacts, or confirm that all located contacts were advised of their risk for TB infection and disease.

The LPHA must offer or advise each located contact identified with TB infection or disease, or confirm that all located contacts were offered or advised, to take appropriate therapy and shall monitor each contact who starts treatment through the completion of treatment (or discontinuation of treatment).

- c. If LPHA receives in-kind resources under this agreement in the form of medications for treating TB, LPHA shall use those medications to treat individuals for TB. In the event of a non-TB related emergency (i.e. meningococcal contacts), with notification to TB Program, the LPHA may use these medications to address the emergent situation.
- d. The LPHA will present TB cases through participation in the quarterly cohort review. If the LPHA is unable to present the TB case at the designated time, other arrangements shall be made in collaboration with OHA.

- e. The LPHA will accept Class B waivers and interjurisdictional transfers for evaluation and follow-up, as appropriate for LPHA capabilities.
4. **Reporting Obligations and Periodic Reporting Requirements.** LPHA shall prepare and submit the following reports to OHA:
- a. LPHA shall notify OHA's TB Program of each case or suspected case of active TB disease identified by or reported to LPHA no later than 5 business days within receipt of the report (OR – within 5 business days of the initial case report), in accordance with the standards established pursuant to OAR 333-018-0020. In addition, LPHA shall, within 5 business days of a status change of a suspected case of TB disease previously reported to OHA, notify OHA of the change. A change in status occurs when a suspected case is either confirmed to have TB disease or determined not to have TB Disease. The LPHA shall utilize OHA's "TB Disease Case Report Form" for this purpose. After a case of TB disease has concluded treatment, case completion information shall be sent to OHA's TB Program utilizing the "TB Disease Case Report Form" within 5 business days of conclusion of treatment.
  - b. LPHA shall submit the "TB Contact Investigation Form" to OHA's TB Program or enter contacts into the Orpheus database in accordance with the timelines described in the instructions for the reporting forms designated by OHA for this purpose. Contact investigations are not required for strictly extrapulmonary cases. Consult with local medical support as needed.
5. **Performance Measures.** If LPHA uses funds provided under this agreement to support its TB investigation and control program, LPHA shall operate its program in a manner designed to achieve the following national TB performance goals by 2015:
- a. For patients with newly diagnosed TB for whom 12 months or less of treatment is indicated, **93.0% will complete treatment within 12 months.**
  - b. For TB patients with positive acid-fast bacillus (AFB) sputum-smear results, **100.0% (of patients) will be elicited for contacts.**
  - c. For contacts of sputum AFB smear-positive TB cases, **93.0% will be evaluated for infection and disease.**
  - d. For contacts of sputum AFB smear-positive TB cases with newly diagnosed latent TB infection (LTBI), **88.0% will start treatment.**
  - e. For contacts of sputum AFB smear-positive TB cases that have started treatment for newly diagnosed LTBI, **79.0% will complete treatment.**
  - f. For TB cases in patients ages 12 years or older with a pleural or respiratory site of disease, **95% will have a sputum culture result reported.**

## Attachment 2 to Amendment 5 to Agreement #148003

### Program Element #05: Health Impact Assessment (HIA) Program (Phase I): Building Capacity in Local Public Health Authorities

1. **Description.** Funds provided under the Financial Assistance Agreement for this Program Element may only be used, in accordance with and subject to the requirements and limitations set forth below, to build capacity to perform Health Impact Assessments (HIA), and evaluation within LPHA's service area. HIA is a tool designed to incorporate health into decision-making processes when it is not normally considered.
  
2. **Local Activities in Support of Building HIA capacity.** To comply with performance standards of this program, LPHA must engage in activities as described in subsections 2.a. through 2.e. below. The purpose of these activities is to train local public health staff and their colleagues in land use and transportation on the connections between health and the built environment in order to support the consideration of health in transportation and land use decisions within LPHA's service area. The outcome will be a full day HIA-in-a-Day Workshop and a report drafted by the Oregon HIA Program and finalized by LPHA staff, and a short evaluation report covering lessons learned by the LPHA. NOTE: LPHA must complete the planned activities in its Local Program Plan before August 31, 2016 to retain eligibility to receive funding under this Program Element if future funding is made available.
  - a. **Coordinate an HIA-in-a-Day Workshop within the jurisdiction of the LPHA.** LPHA will work with the Oregon HIA Program to coordinate a full-day training on the connections between health and the built environment. LPHA will secure the event location; arrange for a projector and other meeting supports; finalize the agenda; invite at least 3 public health and at least 3 planning professionals to attend;
  
  - b. **Analyze and present current health conditions.** LPHA will develop a short (20 minute) presentation on the current health conditions of the LPHA service area, including any areas of the current Community Health Improvement Plan with a connection to the built environment. The presentation will be given during the HIA-in-a-Day Workshop.
  
  - c. **Provide local data to Oregon HIA Program staff to support the development of an HIA report, based on the conversation within the Workshop.** Provide current health data as needed.
  
  - d. **Review and finalize the draft HIA report provided by Oregon HIA Program staff.** Finalization may include activities like: reviewing assessment materials provided by OHA for accuracy and messaging; reframing findings for local audiences; developing an executive summary; and developing final recommendations for local decision-makers based on Workshop findings.
  
  - e. **Disseminating the results of the HIA to partners and groups that have a stake in the project on which the HIA was done.** The results of the HIA should be disseminated to stakeholders in a format that is appropriate to the project. Examples of appropriate formats include but are not limited to: formal written report; a letter to the

decision making body; a fact sheet; or presentation to the decision makers. The results of the HIA should also be posted to the website of the LPHA and made widely available.

- f. **Preparing a final written process evaluation report to OHA on the project:** LPHA will provide a written final report to OHA that includes a project description, activities conducted, and outcomes. This written report should contain lessons learned, best practices, identified challenges and success stories within the context of the LPHA implementation of the HIA steps. It should also outline contacts and collaborations, issues/concerns with recommendations for improvements to OHA's grant. The final written report is due August 31, 2016.

3. **Procedural and Operational Requirements.** By accepting and using the financial assistance funding provided OHA under the Financial Assistance Agreement and this Program Element, LPHA agrees to conduct HIA activities in accordance with the following requirements:

- a. LPHA will conduct all activities as described in this Program Element.
- b. LPHA will assure that its local program is staffed at the appropriate level to address subsections 2.a. through 2.e. of this Program Element. Funds for this program element must be directed to personnel and other expenses in support of subsections 2.a. through 2.e.
- c. LPHA will communicate with Oregon HIA Program staff as needed to coordinate the Workshop and finalize the written reports.

4. **Reporting Requirements.** LPHA must submit the result of the HIA or built environment project to OHA and post the information on the LPHA's website by September 15, 2016. LPHA is not required to complete the Public Health Revenue and Expenditure form located in Exhibit E of the Agreement for activity funding pursuant to this Program Element.

Attachment 3 to Amendment 5 to Agreement #148003

**Program Element #09: Public Health Emergency Preparedness Program (PHEP)**  
**Ebola Supplement 2**

1. **Description and Purpose.**
  - a. Funds provided under this Agreement to Local Public Health Authorities (LPHA) for Program Element (PE) 09 Public Health Emergency Preparedness Program (PHEP) Ebola Supplement 2 may only be used in accordance with, and subject to, the requirements and limitations set forth in this PE 09.
  - b. PHEP Ebola Supplement 2 funding is targeted to address one or more of the following Public Health Preparedness Capabilities:
    - (1) Community Preparedness (Capability 1),
    - (2) Public Health Surveillance and Epidemiological Investigation (Capability 12),
    - (3) Public Health Laboratory Testing (Capability 13),
    - (4) Non-Pharmaceutical Interventions (Capability 11),
    - (5) Responder (Worker) Safety and Health (Capability 14),
    - (6) Emergency Public Information and Warning (Capability 4),
    - (7) Information Sharing (Capability 6), and
    - (8) Medical Surge (Capability 10).
2. **Definitions Relevant to PHEP and Ebola Supplement 2.**
  - a. **Budget Period:** Budget Period is defined as the intervals of time into which a multi-year project period is divided for budgetary/funding purposes. For purposes of this Program Element, Budget Period is July 1, 2015 through June 30, 2016. The funding period for the PHEP Ebola Supplement is 18 months. (Fiscal Year (FY) 2015 (04/15-06/15), FY 2016 (07/15-06/16), and FY 2017 (07/16-06/17)).
  - b. **CDC:** the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention.
  - c. **CDC Public Health Capabilities:** as described online at:  
<http://www.cdc.gov/phpr/capabilities/>
  - d. **Health Security, Preparedness and Response (HSPR):** A state level program that is a joint effort with the Conference of Local Health Officials (CLHO) and Native American tribes to develop plans and procedures to prepare Oregon to respond to, mitigate, and recover from public health emergencies.
  - e. **Public Health Emergency Preparedness (PHEP):** local public health systems designed to better prepare Oregon to respond to, mitigate, and recover from, public health emergencies.

3. **General Requirements.** All of LPHA's PHEP Ebola Supplement 2 services and activities supported in whole or in part with funds provided under this Agreement and particularly as described in this Program Element Description shall be delivered or conducted in accordance with the following requirements and to the satisfaction of OHA:
- a. Non-Supplantation. Funds provided under this Agreement for this Program Element shall not be used to supplant state, local, other non-federal, or other federal funds.
  - b. Use of Funds. Funds awarded to LPHA under this Agreement for this Program Element may only be used for activities related to the CDC Public Health Preparedness Capabilities (Community Preparedness, Public Health Surveillance and Epidemiological Investigation, Public Health Laboratory Testing, Non-Pharmaceutical Interventions, Responder Safety and Health, Emergency Public Information and Warning/Information Sharing, and Medical Surge) in accordance with an approved Budget using the template set forth as Attachment 1 to this Program Element Description. Modifications to the budget totaling \$5,000 or more require submission of a revised budget to the HSPR liaison and receive final approval by OHA HSPR.
  - c. Conflict between Documents. In the event of any conflict or inconsistency between the provisions of the PHEP Ebola Supplement 2 work plan or budget (as set forth in Attachments 1 and 2) and the provisions of this Agreement, this Agreement shall control.
  - d. Work Plan. LPHA shall implement its Ebola Supplemental Fund activities in accordance with its HSPR approved work plan using the example set forth in Attachment 2 to this Program Element. Dependent upon extenuating circumstances, modifications to this work plan may only be made with HSPR agreement and approval. Proposed work plan will be due on or before August 1. Final approved work plan will be due on or before September 1
4. **Work Plan.** PHEP work plans must be written with clear and measurable objectives with timelines and include:
- a. At least three broad program goals that address gaps and guide work plan activities. These can be the same as those outlined in Program Element (PE) #12 "Public Health Emergency Preparedness (PHEP)" as related to Ebola or other infectious diseases.
  - b. Any of the following:
    - i. Planning activities in support of any of the 8 CDC PHP Capabilities listed in 1(b).
    - ii. Training and Education in support of any of the 8 CDC PHP Capabilities listed in 1(b).
    - iii. Exercises in support of any of the 8 CDC PHP Capabilities listed in 1(b).
    - iv. Community Education and Outreach and Partner Collaboration in support of any of the 8 CDC PHP Capabilities listed in 1(b).
    - v. Administrative and Fiscal activities in support of any of the 8 CDC PHP Capabilities listed in 1(b).

**5. Budget and Expense Reporting.**

- a. Proposed Budget for Award Period (July 1, 2015 – June 30, 2016). Using the Proposed Budget Template set forth as Attachment 1, Part 1 to this PE 09 (also available through the HSPR liaison) and incorporated herein by this reference, LPHA shall provide to OHA by September 1, 2015, a budget, based on actual award amounts, detailing LPHA's expected costs to operate its PHEP Ebola Supplement 2 program during the FY 16 award period.
- b. Actual Expense to Budget for FY 16 Award Period. Using the Actual Expense to Budget Template set forth as Attachment 1, Part 2 to this PE 09 (also available through the HSPR liaison) and incorporated herein by this reference, LPHA shall provide to OHA by September 15, 2016 the actual expenses for operation of its PHEP Ebola Supplement 2 program during the FY 16 award period.
- c. Formats other than the proposed budget and expense to budget templates set forth in Attachment 1 to this PE will not satisfy the reporting requirements of this Program Element Description.
- d. All capital equipment purchases of \$5,000 or more using PHEP Ebola Supplemental 2 funds will be identified under the "Capital Equipment" line item category.

**ATTACHMENT 1**  
**TO PROGRAM ELEMENT #09 - PART 1: PROPOSED BUDGET TEMPLATE**  
**PE 09 Preparedness Program Ebola Supplement 2 FY 2016**

County \_\_\_\_\_  
 July 1, 2015 - June 30, 2016

	Proposed		Actual	12 Mos Total
<b>PERSONNEL</b>			Subtotal	\$0.00
	Annual Salary	% FTE		
<i>(Position Title and Name)</i>	\$0	0.00%		\$0
Brief description of activities, for example, This position has primary responsibility for _____ County PHEP activities.				
	\$0	0.00%		\$0
	\$0	0.00%		\$0
<b>Fringe Benefits @ ( )% of describe rate or method</b>				\$0
<b>TRAVEL</b>				\$0
<b>Total In-State Travel:</b> (describe travel to include meals, registration, lodging and mileage)	\$0			\$0
<b>Out-of-State Travel:</b> (describe travel to include location, mode of transportation with cost, meals, registration, lodging and incidentals along with number of travelers)	\$0			\$0
<b>CAPITAL EQUIPMENT</b> (individual items that cost \$5,000 or more)				\$0
				\$0
				\$0
<b>SUPPLIES, MATERIALS and SERVICES</b> (office, printing, phones, IT support, etc.)				\$0
	\$0			\$0
	\$0			\$0
<b>CONTRACTUAL</b> (list each Contract separately and provide a brief description)				\$0
				\$0
				\$0
<b>OTHER</b>				\$0
	\$0			\$0
	\$0			\$0
	\$0			\$0
<b>TOTAL DIRECT CHARGES</b>				\$0
<b>TOTAL INDIRECT CHARGES @ ___% of Direct Expenses:</b>	\$0			\$0
<b>TOTAL BUDGET:</b>			\$0	

Date, Name and phone number of person who prepared budget

**ATTACHMENT 1**  
**TO PROGRAM ELEMENT #09 - PART 2: ACTUAL EXPENSE TO BUDGET TEMPLATE**  
**PE 09 Preparedness Program Ebola Supplement 2 FY 2016**

\_\_\_\_\_ County

Period of the Report July 1, 2015-June 30, 2016)

	Budget	Expense to date	Variance
<b>PERSONNEL</b>			
Salary (Administrative & Support Staff)	\$0		\$0
Fringe Benefits	\$0		\$0
<b>TRAVEL</b>			
In-State Travel:	\$0		\$0
Out-of-State Travel:	\$0		\$0
<b>CAPITAL EQUIPMENT</b>			
	\$0		\$0
<b>SUPPLIES</b>			
	\$0		\$0
<b>CONTRACTUAL</b>			
	\$0		\$0
<b>OTHER</b>			
	\$0		\$0
<b>TOTAL DIRECT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL INDIRECT</b>	<b>\$0</b>		<b>\$0</b>
<b>TOTAL:</b>			
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Date, name and phone number of person who prepared expense to budget report

**Notes:**

ATTACHMENT 2  
TO PROGRAM ELEMENT #09

Part 1 - Work Plan Instructions  
Oregon HSPR Public Health Emergency Preparedness Program

FOR GRANT CYCLE: JULY 1, 2015 – JUNE 30, 2016

**DUE DATE**

Proposed work plan will be due on or before August 1. Final approved work plan will be due on or before September 1.

**REVIEW PROCESS**

Your approved work plan will be reviewed with your PHEP liaison.

**WORKPLAN CATEGORIES: Only complete those categories that you plan to address with the Ebola Supplemental Funds**

**GOALS:** At least three broad program goals that address gaps and guide work plan activities will be developed. These can be the same as the PE12 goals in relation to Ebola.

**TRAINING AND EDUCATION:** List all preparedness trainings, workshops conducted or attended by preparedness staff.

**DRILLS and EXERCISES:** List all drills you plan to conduct in accordance with your three-year training and exercise plan. For an exercise to qualify under this requirement the exercise must a.) Be part of a progressive strategy, b.) Involve public health staff in the planning process, and c.) Involve more than one county public health staff and/or related partners as active participants. A real incident involving a coordinated public health response may qualify as an exercise.

**PLANNING:** List all plans, procedures, updates, and revisions that need to be conducted this year in accordance with your planning cycle. You should also review all after action reports completed during the previous grant year to identify planning activities that should be conducted this year.

**OUTREACH AND PARTNER COLLABORATION:** In addition to prefilled requirements, list all meetings regularly attended and/or led by public health preparedness program staff.

**COMMUNITY EDUCATION:** List any community outreach activities you plan conduct that that enhance community preparedness or resiliency.

**COLUMN DESCRIPTION EXAMPLE:**

CDC Cap. #s	Planning Objective	Planned Activity	Date Completed	Actual Outcome	Notes
12	By October 15, 2015, LPHA increases CD health capacity by increasing the Health Officer's hours in order to capture subject matter expertise and leadership around ID.	Build staffing plan and increase hours for Health Officer around CD duties and ID planning.	10/15/15	Increased by 5 hours a month, subject matter expertise around CD and ID planning efforts as well as increased ability to respond to ID and CD events.	

**CDC CAPABILITY:** Indicate the target capability number(s) addressed by this activity.

**OBJECTIVE:** Use clear and measurable objectives with identified time frames to describe what the LPHA will complete during the grant year.

**PLANNED ACTIVITY:** Describe the planned activity. Where activity is pre-filled you may customize, the language to describe your planned activity more clearly.

**DATE COMPLETED:** When updating the work plan, record date of the completed activities and/or objective.

**ACTUAL OUTCOMES:** To be filled in after activity is conducted. Describe what is actually achieved and/or the products created from this activity.

**NOTES:** For additional explanation.

**INCIDENTS AND RESPONSE ACTIVITIES:** Explain what incidents and response activities that occurred during the FY16 grant cycle. If an OERS Number was assigned, please include the number. Identify the outcomes from the incident and response activities, include date(s) of the incident and action taken.

**UNPLANNED ACTIVITY:** Explain what activities or events occurred that was not described when work plan was first approved. Please identify outcomes for the unplanned activity, include date(s) of occurrence and actions taken.



Outreach and Partner Collaboration					
CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcome	Notes
Community Education					
CDC Cap. #s	Objectives	Planned Activities	Date Completed	Actual Outcome	Notes
INCIDENT AND RESPONSE ACTIVITIES					
CDC Cap. #s	Incident Name/OERS #		Date(s)	Outcomes	Notes
UNPLANNED ACTIVITY					
CDC Cap. #s	Activity		Date(s)	Outcomes	Notes

CDC Cap. #s	FISCAL/ADMINISTRATIVE	Due Dates	Notes
CDC Cap. #s	TRAINING and EDUCATION	Due Date	Notes
CDC Cap. #s	DRILLS AND EXERCISES	Due Date	Notes
CDC Cap. #s	PLANNING	Due Date	Notes
CDC Cap. #s	OUTREACH AND PARTNER COLLABORATION	Due Date	Notes

CDC Cap. #s	COMMUNITY EDUCATION	Due Date	Notes

## Attachment 4 to Amendment 5 to Agreement #148003

### Program Element #10: - Sexually Transmitted Disease (STD) Client Services

1. **Description.** Resources provided under this Agreement for this Program Element may only be used, in accordance with and subject to the requirements and limitations set forth below, to deliver Sexually Transmitted Disease related client services to protect the health of Oregonians from infectious disease and to prevent the long-term adverse consequences of failing to identify and treat STDs. Services may include, but are not limited to, case finding and disease surveillance, partner services, medical supplies, health care provider services, examination rooms, clinical and laboratory diagnostic services, treatment, prevention, intervention, education activities, and medical follow-up.
2. **Report Process:**
  - a. Local Public Health Authority (LPHA) shall review laboratory and health care provider case reports by the end of the calendar week in which initial laboratory or physician report is made. All confirmed and presumptive cases shall be reported to the Public Health Division HIV/ STD/TB (HST) Program by recording the case in the Oregon Public Health Epi User System (Orpheus), the State's online integrated disease reporting system. If LPHA is unable to record case directly into Orpheus, they may fax a completed case report form to HST.  
  
Paper case report forms for some STDs can be found online at: (<https://bitly.com/CaseReport>). LPHA may choose to fax their own case report form provided it includes the minimum information required to be collected by the case entry layout in Orpheus.
  - b. **Reportable STDs:** A reportable STD is the diagnosis of an individual infected with any of the following infections or syndromes: Chancroid, Chlamydia, Gonorrhea, acute Pelvic Inflammatory Disease, and Syphilis, as further described in Division 18 of OAR Chapter 333, and HIV, as further described in ORS 433.045.
3. **Type of Resources.** OHA may provide, pursuant to this Agreement, any or all of the types of resources described below to assist LPHA in delivering Sexually Transmitted Disease client services. The resources may include:
  - a. **In-Kind Resources:** Tangible goods or supplies having a monetary value that is determined by OHA. Examples of such in-kind resources include goods such as condoms, lubricant packages, pamphlets, and antibiotics for treating STDs. If the LPHA receives in-kind resources under this agreement in the form of medications for treating STDs, the LPHA shall use those medications to treat individuals for STDs in accordance with the Health Resources and Services Administration (HRSA) Office of Pharmacy Affairs regulations regarding "340-B Drug Pricing Program." In the event of a non-STD related emergency, with notification to the STD program, the LPHA may use these medications to address the emergent situation.

- b. **Technical Assistance Resources:** Those services of a OHA Disease Intervention Specialist (DIS), that OHA makes available to LPHA to support the LPHA's delivery of STD client services which include advice, training, problem solving and consultation in applying standards, protocols, investigative and/or treatment guidelines to STD case work and partner services follow-up.

The local health authority determines priorities and activities of its STD case work. DIS assignments are not for routine staffing or casework and DIS are not available for conducting field work that LPHA has determined is not allowable for LPHA staff.

Services of a DIS may include onsite provision of shadowing and demonstration opportunities as a learning tool for STD case work and/or partner services follow-up, as well as field assistance. Field assistance may be requested after one or more of the following criteria has been met: 1) Three documented attempts have been made to gather further information from a provider related to demographics, risk, screening and/or treatment, 2) Three documented attempts have been made to locate client that meets the criteria of a priority case and 3) Case is unusual, challenging, or potentially risky and collaborative work on the case is needed. This also includes instances where there may be a suspected or confirmed STD outbreak.

- c. **Definition of STD Outbreak:** The occurrence of an increase in cases of previously targeted priority disease type in excess of what would normally be expected in a defined community, geographical area or season, and, by mutual agreement of the individual LPHA and OHA, exceeds the expected routine capacity of the local health authority to address.

4. **Procedural and Operational Requirements.** All STD related client services supported in whole or in part with resources provided to LPHA under this Agreement must be delivered in accordance with the following procedural and operational requirements:

- a. LPHA acknowledges and agrees that the LPHA bears the primary responsibility, as described in Divisions 17, 18, and 19, of Oregon Administrative Rules (OAR) Chapter 333, for identifying potential outbreaks of STDs within LPHA's service area, for preventing the incidence of STDs within LPHA's service area, and for reporting in a timely manner (as in 2.a.) the incidence of reportable STDs within LPHA's service area.
- b. LPHA must provide or refer client for STD services in response to an individual seeking such services from LPHA. STD client services consist of screening individuals for reportable STDs and treating individuals infected with reportable STDs and their sexual partners for the disease.
- c. As required by applicable law, LPHA must provide STD client services including case finding, treatment (not applicable for HIV) and prevention activities, to the extent that local resources permit, related to HIV, syphilis, gonorrhea, and chlamydia in accordance with:

- i. Oregon Administrative Rules (OAR), Chapter 333, Divisions 17, 18, and 19;
  - ii. "OHA Investigative Guidelines for Notifiable Diseases" which can be found at: <http://bit.ly/OR-IG>; and,
  - iii. Oregon Revised Statutes (ORS) 433.045.
- d. If LPHA receives in-kind resources under this Agreement in the form of medications for treating STDs, LPHA may use those medications to treat individuals infected with, or suspected of having reportable STDs or to treat the sex partners of individuals infected with reportable STDs, subject to the following requirements:
- i. The medications must be provided at no cost to the individuals receiving treatment.
  - ii. LPHA must perform a monthly medication inventory and maintain a medication log of all medications supplied to LPHA under this Agreement. Specifically, LPHA must log-in and log-out each dose dispensed.
  - iii. LPHA must log and document appropriate disposal of medications supplied to LPHA under this Agreement which have expired and thereby, prevent their use.
  - iv. LPHA shall only use "340-B medications" to treat individuals for STDs in accordance with the Health Resources and Services Administration (HRSA) Office of Pharmacy Affairs regulations regarding "340-B Drug Pricing Program".
- e. If LPHA receives in-kind resources under this Agreement in the form of condoms, and lubricants, LPHA may distribute those supplies at no cost to individuals infected with an STD and to other individuals who are at risk for STDs. LPHA may not, under any circumstances, sell condoms supplied to LPHA under this Agreement.
5. **Reporting Obligations and other Requirements.** LPHA shall submit data regarding STD client services, risk criteria and demographic information to OHA via direct entry into the centralized ORPHEUS database or some equivalent mechanism for data reporting deemed acceptable by OHA as outlined in section 2a of this Program Element 10.

**Attachment 5 to Amendment 5 to Agreement #148003  
Information required by CFR Subtitle B with guidance at 2 CFR Part 200**

<b>PE 05 Health Impact Assessment (HIA) Program: Building Capacity in Local Public Health Authorities</b>	
<b>Federal Award Identification Number(FAIN):</b>	UE1EH001135
<b>Federal Award Date:</b>	08/16/14
<b>Performance Period:</b>	9/1/14-8/31/17
<b>Federal Awarding Agency:</b>	NCEH, CDC
<b>CFDA Number:</b>	93.070
<b>CFDA Name:</b>	Environmental Public Health & Emergency Response
<b>Total Federal Award:</b>	\$145,000
<b>Project Description:</b>	To increase the capacity of public health departments to include health considerations in transportation and land use planning decisions, and to expand the scope of health impacts considered when making decisions that impact community design.
<b>Awarding Official:</b>	Glynnis Taylor
<b>Indirect Cost Rate:</b>	17.45%
<b>Research And Development(Y/N):</b>	N

<b>Agency/Contractors Name</b>	<b>DUNS</b>	<b>Award Amount</b>	<b>Total</b>
CLATSOP	118455844	\$5,000	\$5,000

**Attachment 6 to Amendment 5 to Agreement #148003  
FINANCIAL ASSISTANCE AWARD**

State of Oregon Oregon Health Authority Public Health Division		Page 1 of 2
<b>1) Grantee</b> Name: Clatsop County Health & Human Services		<b>2) Issue Date</b> February 24, 2016
Street: 820 Exchange St., Suite 100 City: Astoria State: OR Zip Code: 97103		<b>This Action</b> Amendment FY2016
		<b>3) Award Period</b> From July 1, 2015 Through June 30, 2016
<b>4) OHA Public Health Funds Approved</b>		
Program	Previous Award	Increase/ (Decrease)
PE 01 State Support for Public Health	42,128	0
PE 03 TB Case Management	10,000	0
		( h )
PE 05 Health Impact Assessment	0	5,000
PE 09 PHEP -- EBOLA	9,158	0
		( g )
PE 12 Public Health Emergency Preparedness	72,569	0
PE 13 Tobacco Prevention & Education	64,418	0
PE 40 Women, Infants and Children FAMILY HEALTH SERVICES	192,275	0
		( b,c,f )
PE 41 Reproductive Health Program FAMILY HEALTH SERVICES	18,657	0
		( d,e )
PE 42 MCH/Child & Adolescent Health -- General Fund FAMILY HEALTH SERVICES	3,940	0
		( a )
PE 42 MCH-TitleV -- Child & Adolescent Health FAMILY HEALTH SERVICES	5,348	0
		( a )
PE 42 MCH-TitleV -- Flexible Funds FAMILY HEALTH SERVICES	12,478	0
		( a )
PE 42 MCH/Perinatal Health -- General Fund FAMILY HEALTH SERVICES	2,100	0
		( a )
<b>5) FOOTNOTES:</b>		
a) Funds will not be shifted between categories or fund types. The same program may be funded by more than one fund type, however, federal funds may not be used as match for other federal funds (such as Medicaid).		
b) July -September grant is \$49,801 ; and includes \$9,498 of minimum Nutrition Education; and \$2,364 for Breastfeeding Promotion.		
c) October-June grant is \$142,474 ; and includes \$28,495 of minimum Nutrition Education amount and \$7,093 for Breastfeeding Promotion.		
d) \$2,078 reflects the phase-out of the Title V supplement for Reproductive Health. Title V funding in support of Reproductive Health is for the period July 1, 2015 through December 31, 2015.		
e) \$16,579 represents Title X funding which may change due to availability of funds and funding calculation based on clients served in FY2014.		
f) \$2,310 increase is at the funding rate of \$2 per participant. This is done according to the certified caseload effective July 1st, 2015.		
<b>6) Capital Outlay Requested in This Action:</b>		
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.		
PROGRAM	ITEM DESCRIPTION	COST
		PROG. APPROV

**State of Oregon  
Oregon Health Authority  
Public Health Division**

<b>1) Grantee</b> Name: Clatsop County Health & Human Services  Street: 820 Exchange St., Suite 100 City: Astoria State: OR Zip Code: 97103	<b>2) Issue Date</b> February 24, 2016	<b>This Action</b> Amendment FY2016
	<b>3) Award Period</b> From July 1, 2015 Through June 30, 2016	

<b>4) OHA Public Health Funds Approved</b>			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 42 Babies First FAMILY HEALTH SERVICES	6,532	0	6,532
PE 43 Immunization Special Payments	13,121	0	13,121
PE 50 Safe Drinking Water Program	11,196	0	11,196
<b>TOTAL</b>	463,920	5,000	468,920

**5) FOOTNOTES:**

g) \$9,158 increase to award is due to the rollover of unspent PHEP Ebola Supplemental funds originally awarded in Fiscal Year 2015.

h) \$10,000 must be spent by December 31, 2015.

**6) Capital Outlay Requested in This Action:**  
 Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.

PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV





**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Public Hearing on Fiscal Year 2016-2017 Budget for Clatsop County

**Category:** Public Hearing

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

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**Issue before the Commission:** To hold the public hearing on the 2016-2017 Approved County budget to consider testimony from any and all persons who may wish to comment.

**Informational Summary:** At the meeting on May 9, 2016 the Clatsop County Budget Committee approved the County's 2016-2017 proposed annual budget. In accordance with Oregon's Budget Law ORS 294.453, the next step in the process is for the Board to hold a public hearing on the Approved Budget.

The purpose of this hearing is to consider testimony from any and all persons who may wish to comment on the Approved Budget. No action by the Board is required at this time.

In addition, staff is evaluating the need to request adjustments to the Approved Budget based on new information that was not available when the budget was approved by the Budget Committee in May.

Adjustments to the Approved Budget are limited pursuant ORS 294.456 to the following:

- Reduction or elimination of any requirement or proposed expenditure;
- Increase in expenditures by not more than **\$5,000 or 10 percent**, whichever is greater, of budget committee approved total in each or any fund; and
- Increase in expenditures by more than \$5,000 or 10 percent of any fund **by republishing** the budget and hold a second hearing before July 1.

The attached report titled "Budget Approved Appropriations" reflects the budget as approved by the Budget Committee. *(You may want to bring your Proposed Budget document to the budget hearing for reference purposes.)*

**Fiscal Impact:** The 2016-2017 Approved County Budget totals \$64,374,900 (including unappropriated ending fund balances of \$3,996,800 in the Special Projects Fund, \$1,507,900 in the General Fund, and \$1,608,110 in General Roads. The Board has approved appropriation authority in the amount of \$57,116,850.

**Options to Consider:**

1. Hold the public hearing on the 2016-17 Budget for Clatsop County pursuant to ORS 294.453
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** “I move that the Board hold the public hearing on the 2016-17 Approved County budget to consider testimony from any and all persons who may wish to make comment pursuant to ORS 294.453.”

**Attachment List:**

- A. Budget Approved Appropriations (less Service Districts) Report

All County Funds less service districts

## Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
<b>001</b>	<b>General</b>							
	0000	Discretionary Revenue	0	0	0	0	0	0
	1100	Board Of Commissioners	88,560	0	0	0	0	88,560
	1105	Brd of Property Tax Appeal	25,910	0	0	0	0	25,910
	1110	County Tourism	217,000	0	20,000	0	0	237,000
	1120	County Manager	346,490	0	0	0	0	346,490
	1125	Human Resources	365,380	0	0	0	0	365,380
	1150	Assessment & Taxation	1,511,860	0	0	23,000	0	1,534,860
	1155	Property Management	48,220	0	300	0	0	48,520
	1300	County Counsel	110,200	0	0	0	0	110,200
	1350	Clerk - Admin. & Elections	324,020	0	0	0	0	324,020
	1355	Clerk - Records	152,330	0	0	0	0	152,330
	1625	Budget & Finance	428,890	0	0	0	0	428,890
	1650	Information Systems	794,090	0	0	0	0	794,090
	1790	Building & Grounds	1,052,520	0	650	0	0	1,053,170
	1795	Parks Maintenance	208,980	0	600	0	0	209,580
	1940	Surveyor	211,800	0	0	0	0	211,800
	1990	Dues & Special Assessments	303,770	0	259,200	0	0	562,970
	2160	District Attorney	1,675,890	0	0	0	0	1,675,890
	2180	Medical Examiner	104,010	0	0	0	0	104,010
	2190	Sheriff Support Division	402,610	0	0	0	0	402,610
	2200	Sheriff Criminal Division	3,530,050	0	4,000	0	0	3,534,050
	2300	Corrections	2,970,050	0	0	0	0	2,970,050
	2325	Jail Nurse	418,110	0	0	0	0	418,110
	2340	Juvenile Department	852,440	0	39,000	0	0	891,440
	2350	Corrections Workcrew	241,650	0	0	0	0	241,650
	2700	Planning Division	583,080	0	0	0	0	583,080
	2750	Emergency Management	291,300	0	0	0	0	291,300
	2800	Animal Control	365,330	0	0	0	0	365,330
	9800	Transfers To Other Funds	0	0	0	1,923,180	0	1,923,180
	9900	Approp. For Contingency 1	0	0	0	0	1,989,400	1,989,400
		<b>001 Total:</b>	<b>17,624,540</b>	<b>0</b>	<b>323,750</b>	<b>1,946,180</b>	<b>1,989,400</b>	<b>21,883,870</b>
<b>002</b>	<b>General Roads</b>							
	3110	Road Admin. And Support	725,640	2,900	0	0	0	728,540
	3120	Road Maint & Construction	5,761,340	0	43,000	390,110	0	6,194,450
	9905	Approp. For Contingency 2	0	0	0	0	4,392,290	4,392,290
		<b>002 Total:</b>	<b>6,486,980</b>	<b>2,900</b>	<b>43,000</b>	<b>390,110</b>	<b>4,392,290</b>	<b>11,315,280</b>

All County Funds less service districts

**Budget Approved Appropriations  
(less service districts)**

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
<b>004</b>	<b>County Clerk Records</b>							
	1354	County Clerk Records	9,400	0	0	0	1,810	11,210
	<b>004 Total:</b>		<b>9,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,810</b>	<b>11,210</b>
<b>007</b>	<b>Public Health</b>							
	4110	Community Health	508,970	0	0	0	0	508,970
	4112	Tobacco Prevention	64,340	0	0	0	0	64,340
	4129	Immunization	14,040	0	0	0	0	14,040
	4130	Maternal & Child Health	59,360	0	0	0	0	59,360
	4133	Babies First	94,680	0	0	0	0	94,680
	4140	W I C Program	256,630	0	0	0	0	256,630
	4160	Family Planning	317,130	0	0	0	0	317,130
	4162	Ryan White Fund Grant	0	0	0	0	0	0
	4163	HIV Block Grant	0	0	0	0	0	0
	4168	Chronic Disease Prevention	0	0	0	0	0	0
	4169	Household Hazardous Waste	364,500	0	0	50,000	0	414,500
	4170	Emergency Preparedness	86,640	0	0	0	0	86,640
	4174	Onsite Sewage Systems	160,070	0	0	0	0	160,070
	4175	Environmental Health	216,020	0	0	0	23,850	239,870
	9915	Approp. For Contingency 7	0	0	0	0	35,590	35,590
	<b>007 Total:</b>		<b>2,142,380</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>59,440</b>	<b>2,251,820</b>
<b>009</b>	<b>Child Support</b>							
	2165	Child Support	196,180	0	0	0	38,740	234,920
	<b>009 Total:</b>		<b>196,180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,740</b>	<b>234,920</b>
<b>018</b>	<b>Juvenile Detention Center</b>							
	2175	Juvenile Detention Center	0	0	0	0	0	0
	<b>018 Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>020</b>	<b>Juvenile Crime Prevention</b>							
	2170	Juv Crime Prevention	43,730	0	0	0	34,600	78,330
	<b>020 Total:</b>		<b>43,730</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34,600</b>	<b>78,330</b>
<b>021</b>	<b>Commission on Child &amp; Families</b>							
	2346	Comm. on Children & Fam	0	0	0	0	0	0
	<b>021 Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

All County Funds less service districts

## Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
<b>024</b>	<b>Parole &amp; Probation Division</b>							
	2385	Parole & Probation Division	1,830,580	0	587,960	0	1,075,960	3,494,500
	<b>024 Total:</b>		<b>1,830,580</b>	<b>0</b>	<b>587,960</b>	<b>0</b>	<b>1,075,960</b>	<b>3,494,500</b>
<b>027</b>	<b>Marine Patrol</b>							
	2245	Marine Patrol	293,830	0	0	0	57,830	351,660
	<b>027 Total:</b>		<b>293,830</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57,830</b>	<b>351,660</b>
<b>030</b>	<b>Drug Task Force</b>							
	7145	Drug Task Force	0	0	0	0	0	0
	<b>030 Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>033</b>	<b>Mental Health Grants</b>							
	7150	Developmental Disabilities	0	0	707,750	0	0	707,750
	7152	Mental Health	32,110	0	856,710	0	28,420	917,240
	7154	Drug & Alcohol Treatment	0	0	0	0	0	0
	7156	Drug & Alcohol Prevention	283,830	0	0	0	0	283,830
	<b>033 Total:</b>		<b>315,940</b>	<b>0</b>	<b>1,564,460</b>	<b>0</b>	<b>28,420</b>	<b>1,908,820</b>
<b>036</b>	<b>Building Codes</b>							
	7165	Building Codes	595,120	0	0	28,080	369,540	992,740
	<b>036 Total:</b>		<b>595,120</b>	<b>0</b>	<b>0</b>	<b>28,080</b>	<b>369,540</b>	<b>992,740</b>
<b>039</b>	<b>Clatsop County Fisheries</b>							
	8500	Clatsop County Fisheries	948,060	0	0	0	216,970	1,165,030
	<b>039 Total:</b>		<b>948,060</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>216,970</b>	<b>1,165,030</b>
<b>100</b>	<b>Capital Projects</b>							
	2000	Special Projects	1,612,730	0	0	490,000	500,000	2,602,730
	2002	Fleet Replacement	51,000	0	0	0	19,490	70,490
	<b>100 Total:</b>		<b>1,663,730</b>	<b>0</b>	<b>0</b>	<b>490,000</b>	<b>519,490</b>	<b>2,673,220</b>
<b>102</b>	<b>General Roads Eq Replace</b>							
	2001	Equipment Replacement	390,700	0	0	0	0	390,700
	<b>102 Total:</b>		<b>390,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>390,700</b>
<b>105</b>	<b>Insurance Reserve</b>							
	2105	Insurance Reserve	327,270	0	0	0	0	327,270
	<b>105 Total:</b>		<b>327,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>327,270</b>

All County Funds less service districts

### Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
<b>120</b>	<b>Land Corner Preservation</b>							
	1941	Surveyor - Land Corner 120	62,970	0	0	0	239,030	<b>302,000</b>
	<b>120</b>	<b>Total:</b>	<b>62,970</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>239,030</b>	<b>302,000</b>
<b>140</b>	<b>Jail Commissary Fund</b>							
	9100	Jail Commissary	79,330	0	0	0	6,820	<b>86,150</b>
	<b>140</b>	<b>Total:</b>	<b>79,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,820</b>	<b>86,150</b>
<b>150</b>	<b>Fair Board</b>							
	9300	Fair General Operation	773,870	0	0	0	794,240	<b>1,568,110</b>
	<b>150</b>	<b>Total:</b>	<b>773,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>794,240</b>	<b>1,568,110</b>
<b>205</b>	<b>Child Custody Mediation &amp; Drug Pr</b>							
	5705	Child Custody Mediation	48,410	0	0	0	81,310	<b>129,720</b>
	<b>205</b>	<b>Total:</b>	<b>48,410</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81,310</b>	<b>129,720</b>
<b>206</b>	<b>Video Lottery Fund</b>							
	5710	Video Lottery	17,800	0	75,000	229,230	0	<b>322,030</b>
	<b>206</b>	<b>Total:</b>	<b>17,800</b>	<b>0</b>	<b>75,000</b>	<b>229,230</b>	<b>0</b>	<b>322,030</b>
<b>208</b>	<b>Liquor Enforcement Fund</b>							
	5715	Liquor Enforcement	0	0	0	100	0	<b>100</b>
	<b>208</b>	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>100</b>
<b>209</b>	<b>Courthouse Security</b>							
	5720	Courthouse Security	74,210	0	0	4,000	137,630	<b>215,840</b>
	<b>209</b>	<b>Total:</b>	<b>74,210</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>137,630</b>	<b>215,840</b>
<b>225</b>	<b>Bike paths</b>							
	5805	Bike Paths	100	0	0	0	396,070	<b>396,170</b>
	<b>225</b>	<b>Total:</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>396,070</b>	<b>396,170</b>
<b>230</b>	<b>Law Library</b>							
	5810	Law Library	48,780	0	0	0	16,060	<b>64,840</b>
	<b>230</b>	<b>Total:</b>	<b>48,780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,060</b>	<b>64,840</b>
<b>235</b>	<b>Animal Shelter Donations</b>							
	2810	Animal Shelter Enhance.	54,000	0	0	0	116,060	<b>170,060</b>
	<b>235</b>	<b>Total:</b>	<b>54,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116,060</b>	<b>170,060</b>

All County Funds less service districts

## Budget Approved Appropriations (less service districts)

Fund	Org ID	Organization Name	Personnel/ M&S/Capital	Debt Service	Special Payments	Transfers	Contingency	Total
<b>240</b>		<b>Park &amp; Land Acq. &amp; Maint</b>						
	5815	Parks & Land Acq. Maint	212,200	0	0	45,000	835,680	<b>1,092,880</b>
		<b>240 Total:</b>	<b>212,200</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>835,680</b>	<b>1,092,880</b>
<b>250</b>		<b>Emergency Communication</b>						
	5820	Emergency Communication	0	0	0	0	0	<b>0</b>
		<b>250 Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>305</b>		<b>State Timber Enforcement Fund</b>						
	5828	State Timber Enforcement	97,800	0	0	0	374,320	<b>472,120</b>
		<b>305 Total:</b>	<b>97,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>374,320</b>	<b>472,120</b>
<b>315</b>		<b>Carlyle Apartments</b>						
	5842	Carlyle Apartments	0	0	0	0	0	<b>0</b>
		<b>315 Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>325</b>		<b>Industrial Development Revolving</b>						
	5836	Industrial Develop.Revolving Fund	120,900	0	0	0	3,826,330	<b>3,947,230</b>
		<b>325 Total:</b>	<b>120,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,826,330</b>	<b>3,947,230</b>
<b>400</b>		<b>Debt Service Fund</b>						
	5855	Debt Service	0	186,400	0	0	178,320	<b>364,720</b>
		<b>400 Total:</b>	<b>0</b>	<b>186,400</b>	<b>0</b>	<b>0</b>	<b>178,320</b>	<b>364,720</b>
<b>405</b>		<b>Bond &amp; UAL Reserve Fund</b>						
	5860	Bond & UAL Reserve Fund	0	0	0	0	905,510	<b>905,510</b>
		<b>405 Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>905,510</b>	<b>905,510</b>
		<b>Totals:</b>	<b>34,458,810</b>	<b>189,300</b>	<b>2,594,170</b>	<b>3,182,700</b>	<b>16,691,870</b>	<b>57,116,850</b>



**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

---

**Issue/Agenda Title:** Public Hearing on Fiscal Year 2016-2017 Budget for Clatsop County 4-H & Extension Special Service District

**Category:** Public Hearing

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

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**Issue before the Commission:** Hold the public hearing on the 2016-2017 Approved Clatsop County 4-H & Extension Special Service District budget to consider testimony from any and all persons who may wish to comment.

**Informational Summary:** At the meeting on May 11, 2015 the Clatsop County 4-H & Extension Special Service District Budget Committee approved the District's 2016-2017 annual budget. In accordance with Oregon's Budget Law ORS 294.453, the next step in the process is for the Board to hold a public hearing on the Approved Budget.

The purpose of this hearing is to consider testimony from any and all persons who may wish to comment on the Approved Budget. No action by the Board is required at this time.

The 2016-17 Approved Budget for the Clatsop County 4-H & Extension Special Service District, totaling \$647,950; is attached.

**Fiscal Impact:** The 2016-2017 Approved Budget for the Clatsop County 4-H & Extension Special Service District totals \$647,950.

**Options to Consider:**

1. Hold the public hearing on the 2016-17 Clatsop County 4-H & Extension Special Service District Approved Budget pursuant to ORS 294.453
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** "I move that the Board hold the public hearing on the 2016-17 Clatsop County 4-H & Extension Special Service District Approved Budget to consider testimony from any and all persons who may wish to make comment pursuant to ORS 294.453."

**Attachment List:**

- A. 2016-17 Approved Budget for Clatsop County 4-H & Extension Special Service District.

Funding Sources						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change Approved	% Change Approved
Beginning Balance	331,458	113,207	180,620	191,730	11,110	0%
Property Taxes Current Yr	221,104	227,637	275,960	285,960	10,000	0%
Property Taxes Prior Year	10,586	9,886	7,000	7,000	0	0%
GP Reserve Revenue	988	994	1,000	1,000	0	0%
SIP-06-02 Taxes	8,598	7,946	6,500	6,500	0	0%
Land Sales	622	142	0	0	0	0%
West Oregon Severance Tax	0	0	0	0	0	0%
Interest On Investments	1,604	1,115	1,500	1,000	(500)	- 0%
Timber Sales	64,215	64,252	92,430	66,660	(25,770)	- 0%
S.A.I.F. Reimbursement	106	117	100	100	0	0%
Rev. Refunds & Reim.	391	184,557	26,670	65,000	38,330	1%
Admin Services Fees	0	0	0	0	0	0%
Contracted Services	0	0	0	0	0	0%
OFNP Project	0	0	0	0	0	0%
MG Ag Grant	0	0	0	0	0	0%
NCFW Project	0	0	0	0	0	0%
Workshop	0	0	1,000	3,000	2,000	2%
Misc. Grants, Etc	0	0	20,000	20,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>639,671</b>	<b>609,852</b>	<b>612,780</b>	<b>647,950</b>	<b>35,170</b>	<b>5%</b>
<b>Total Unappropriated Budget:</b>	<b>113,207</b>	<b>191,732</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>526,464</b>	<b>418,120</b>	<b>612,780</b>	<b>647,950</b>	<b>35,170</b>	<b>5%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change 2016-2017	% Change 2016-2017
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	526,464	418,120	451,300	457,320	6,020	1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	161,480	190,630	29,150	18%
<b>Total Expenditures:</b>	<b>526,464</b>	<b>418,120</b>	<b>612,780</b>	<b>647,950</b>	<b>35,170</b>	<b>5%</b>

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Public Hearing on Fiscal Year 2016-2017 Budget for Clatsop County Road District No. 1

**Category:** Public Hearing

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

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**Issue before the Commission:** Hold the public hearing on the 2016-2017 Approved Clatsop County Road District No. 1 budget to consider testimony from any and all persons who may wish to comment.

**Informational Summary:** At the meeting on May 11, 2015 the Clatsop County Road District No. 1 Budget Committee approved the District's 2016-2017 annual budget. In accordance with Oregon's Budget Law ORS 294.453, the next step in the process is for the Board to hold a public hearing on the Approved Budget.

The purpose of this hearing is to consider testimony from any and all persons who may wish to comment on the Approved Budget. No action by the Board is required at this time.

The 2016-17 Approved Budget for the Clatsop County Road District No. 1, totaling \$3,513,300, is attached.

**Fiscal Impact:** The 2016-2017 Approved Budget for the Clatsop County Road District No. 1 totals \$3,513,300.

**Options to Consider:**

1. Hold the public hearing on the 2016-17 Clatsop County Road District No. 1 Approved Budget pursuant to ORS 294.453
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** "I move that the Board hold the public hearing on the 2016-17 Clatsop County Road District No. 1 Approved Budget to consider testimony from any and all persons who may wish to make comment pursuant to ORS 294.453."

**Attachment List:** 2016-2017 Approved Budget for Clatsop County Road District No. 1.

Funding Sources						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change Approved	% Change Approved
Beginning Balance	158,720	513,347	466,960	136,140	(330,820)	- 0%
Property Taxes Current Yr	1,805,823	1,851,147	1,826,000	1,896,910	70,910	0%
Property Taxes Prior Year	88,404	81,742	80,000	80,000	0	0%
GP Reserve Revenue	8,070	8,076	0	0	0	0%
SIP-06-02 Taxes	169,305	156,477	128,000	128,000	0	0%
Land Sales	5,079	1,157	0	0	0	0%
Interest On Investments	2,666	2,810	3,500	2,000	(1,500)	- 0%
Timber Sales	1,223,581	1,224,270	1,761,350	1,270,250	(491,100)	- 0%
<b>Total Revenue:</b>	<b>3,461,647</b>	<b>3,839,025</b>	<b>4,265,810</b>	<b>3,513,300</b>	<b>(752,510)</b>	<b>- 17%</b>
<b>Total Unappropriated Budget:</b>	<b>513,347</b>	<b>749,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>2,948,300</b>	<b>3,089,150</b>	<b>4,265,810</b>	<b>3,513,300</b>	<b>(752,510)</b>	<b>- 17%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change 2016-2017	% Change 2016-2017
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	5,200	2,350	2,560	2,460	(100)	- 3%
Special Payments	0	3,086,800	4,263,250	3,510,840	(752,410)	- 17%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,943,100	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>2,948,300</b>	<b>3,089,150</b>	<b>4,265,810</b>	<b>3,513,300</b>	<b>(752,510)</b>	<b>- 17%</b>

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Public Hearing on Fiscal Year 2016-2017 Budget for Clatsop County Rural Law Enforcement District

**Category:** Public Hearing

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

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**Issue before the Commission:** Hold the public hearing on the 2016-2017 Approved Clatsop County Rural Law Enforcement District budget to consider testimony from any and all persons who may wish to comment.

**Informational Summary:** At the meeting of May 11, 2016 the Clatsop County Rural Law Enforcement District Budget Committee approved the District's 2016-2017 annual budget. In accordance with Oregon's Budget Law ORS 294.453, the next step in the process is for the Board to hold a public hearing on the Approved Budget.

The purpose of this hearing is to consider testimony from any and all persons who may wish to comment on the Approved Budget. No action by the Board is required at this time.

The 2016-17 Approved Budget for the Clatsop County Rural Law Enforcement District, totaling \$4,387,490 (including unappropriated ending fund balance of \$1,473,350), is attached. The Board has approved expenditure authority in the amount of \$2,914,140.

**Fiscal Impact:** The 2016-2017 Approved Budget for the Clatsop County Rural law Enforcement District totals \$2,914,140.

**Options to Consider:**

1. Hold the public hearing on the 2016-17 Clatsop County Rural Law Enforcement District Approved Budget pursuant to ORS 294.453
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** "I move that the Board hold the public hearing on the 2016-17 Clatsop County Rural Law Enforcement District Approved Budget to consider testimony from any and all persons who may wish to make comment pursuant to ORS 294.453."

**Attachment List:**

- A. 2016-2017 Approved Budget for Clatsop County Rural Law Enforcement District.

### Funding Sources

Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change Approved	% Change Approved
Beginning Balance	2,114,284	2,050,971	2,016,270	1,987,560	(28,710)	- 0%
Property Taxes Current Yr	1,276,913	1,308,993	1,316,960	1,341,350	24,390	0%
Property Taxes Prior Year	62,521	57,786	55,000	50,000	(5,000)	- 0%
GP Reserve Revenue	5,706	5,710	0	5,660	5,660	0%
SIP-06-02 Taxes	119,704	110,634	90,500	90,500	0	0%
Land Sales	3,591	818	0	0	0	0%
Interest On Investments	14,015	12,926	14,000	14,200	200	0%
Timber Sales	865,225	865,712	1,245,500	898,220	(347,280)	- 0%
Rev. Refunds & Reim.	0	1,000	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Bond Reserve Fun	119,600	547	0	0	0	0%
<b>Total Revenue:</b>	<b>4,581,559</b>	<b>4,415,098</b>	<b>4,738,230</b>	<b>4,387,490</b>	<b>(350,740)</b>	<b>- 7%</b>
<b>Total Unappropriated Budget:</b>	<b>2,050,971</b>	<b>2,071,529</b>	<b>1,707,540</b>	<b>1,473,350</b>	<b>(234,190)</b>	<b>- 13%</b>
<b>Total Budgeted Resources:</b>	<b>2,530,588</b>	<b>2,343,569</b>	<b>3,030,690</b>	<b>2,914,140</b>	<b>(116,550)</b>	<b>- 3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change 2016-2017	% Change 2016-2017
Salary & Wages	0	0	1,103,530	1,117,160	13,630	1%
Personnel Benefits	1,790,832	1,692,342	733,990	715,370	(18,620)	- 2%
Material & Supplies	521,261	545,825	655,120	654,230	(890)	- 0%
Special Payments	0	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	106,594	79,402	281,800	138,000	(143,800)	- 51%
Transfer Out	111,900	0	0	0	0	0%
Contingency	0	0	230,250	263,380	33,130	14%
<b>Total Expenditures:</b>	<b>2,530,588</b>	<b>2,343,569</b>	<b>3,030,690</b>	<b>2,914,140</b>	<b>(116,550)</b>	<b>- 3%</b>

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Public Hearing on Fiscal Year 2016-2017 Budget for Westport Sewer Service District

**Category:** Public Hearing

**Prepared By:** Monica Steele, Budget & Finance Director

**Presented By:** Monica Steele, Budget & Finance Director

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**Issue before the Commission:** Hold the public hearing on the 2016-2017 Approved Westport Sewer Service District budget to consider testimony from any and all persons who may wish to comment.

**Informational Summary:** At the meeting on May 11, 2016 the Westport Sewer Service District Budget Committee approved the District's 2016-2017 annual budget. In accordance with Oregon's Budget Law ORS 294.453, the next step in the process is for the Board to hold a public hearing on the Approved Budget.

The purpose of this hearing is to consider testimony from any and all persons who may wish to comment on the Approved Budget. No action by the Board is required at this time.

The 2016-17 Approved Budget for the Westport Sewer Service District, totaling \$183,160; is attached.

**Fiscal Impact:** The 2016-2017 Approved Budget for the Westport Sewer Service District totals \$183,160.

**Options to Consider:**

1. Hold the public hearing on the 2016-17 Westport Sewer Service District Approved Budget pursuant to ORS 294.453
2. There are no other options to consider.

**Staff Recommendation:** Option #1

**Recommended Motion:** "I move that the Board hold the public hearing on the 2016-17 Westport Sewer Service District Approved Budget to consider testimony from any and all persons who may wish to make comment pursuant to ORS 294.453."

**Attachment List:**

- A. 2016-2017 Approved Budget for Westport Sewer Service District.

### Funding Sources

Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change Approved	% Change Approved
Beginning Balance	13,685	26,051	34,890	53,790	18,900	0%
Interest On Investments	55	96	80	190	110	1%
Users Fees	74,000	77,276	70,000	70,000	0	0%
S.A.I.F. Reimbursement	176	205	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Prior Year Audit Adjustment	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	545	0	0	0	0%
<b>Total Revenue:</b>	<b>87,917</b>	<b>104,172</b>	<b>104,970</b>	<b>123,980</b>	<b>19,010</b>	<b>18%</b>
<b>Total Unappropriated Budget:</b>	<b>26,051</b>	<b>47,426</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>61,866</b>	<b>56,746</b>	<b>104,970</b>	<b>123,980</b>	<b>19,010</b>	<b>18%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change 2016-2017	% Change 2016-2017
Salary & Wages	8,646	9,216	10,930	11,470	540	4%
Personnel Benefits	1,207	1,266	1,490	1,500	10	0%
Material & Supplies	38,454	36,708	49,070	46,950	(2,120)	- 4%
Special Payments	1,222	2,289	2,160	2,010	(150)	- 6%
Debt Service	6,336	5,266	5,420	5,570	150	2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	6,000	2,000	2,000	2,000	0	0%
Contingency	0	0	33,900	54,480	20,580	60%
<b>Total Expenditures:</b>	<b>61,866</b>	<b>56,746</b>	<b>104,970</b>	<b>123,980</b>	<b>19,010</b>	<b>18%</b>

### Staffing Summary

Authorized Personnel	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	FTE Change Approved	% Change Approved
Sewer System Opr	0.35	0.26	0.26	0.26	0.00	0%
<b>Total Personnel:</b>	<b>0.35</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.00</b>	<b>0%</b>

<b>Funding Sources</b>						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change Approved	% Change Approved
Beginning Balance	61,077	63,502	45,640	56,880	11,240	0%
Georgia Pacific	0	0	0	0	0	0%
Interest On Investments	343	325	300	300	0	0%
Trans From Westport Sewer	6,000	2,000	2,000	2,000	0	0%
<b>Total Revenue:</b>	<b>67,420</b>	<b>65,827</b>	<b>47,940</b>	<b>59,180</b>	<b>11,240</b>	<b>23%</b>
<b>Total Unappropriated Budget:</b>	<b>63,502</b>	<b>58,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>3,918</b>	<b>7,575</b>	<b>47,940</b>	<b>59,180</b>	<b>11,240</b>	<b>23%</b>

<b>Expenditures</b>						
Departmental Revenue Account Name	Actual 2013-2014	Actual 2014-2015	Budget 2015-2016	Approved 2016-2017	\$ Change 2016-2017	% Change 2016-2017
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	3,918	7,575	20,300	22,000	1,700	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	27,640	37,180	9,540	34%
<b>Total Expenditures:</b>	<b>3,918</b>	<b>7,575</b>	<b>47,940</b>	<b>59,180</b>	<b>11,240</b>	<b>23%</b>



**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Clatsop County Franchise Agreement with Medix and Ambulance Service Area Advisory Committee Appointments (C5991)

**Category:** Business Agenda

**Prepared By:** Tiffany Brown

**Presented By:** Tiffany Brown

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**Issue before the Commission:** To consider approving the new Clatsop County Ambulance Service Area Franchise Agreement with Medix Ambulance Service and to ratify Ambulance Service Area Advisory Committee appointments.

**Informational Summary:**

Franchise Agreement. Medix has had a franchise agreement with Clatsop County to provide ambulance service since 1986. Over the years, the contract was extended several times, most recently in 2001 for a period of 15 years. As the June 30, 2016 contract expiration drew near in 2015, the Ambulance Service Area Advisory Committee began exploring options for drafting a new agreement which were either to renewing the contract with Medix or issue a Request for Proposals in effort to open the opportunity to others interested in providing service.

To inform their decision, the ASAA created an online public survey and encouraged participation of a breadth of community stakeholders by way of advertising and press releases. Nearly 120 persons comprised of citizens, first responders and health care providers responded to the survey; the results were a mixture of satisfied and dissatisfied responses. Though negative responses varied, many of them expressed the same two primary issues: Adequate ambulance coverage in the County, and the impact of hospital transports and out-of-area transfers on service to citizens.

Next, County Staff further explored the options identified by the ASAA by communicating with potential providers and discussing the survey results with Medix. Ultimately, the committee decided that it was in the best interest of the County and its citizens to try to reach a new agreement with Medix which addressed concerns revealed in the survey. County staff and Medix commenced with contract negotiations in January with the understanding that an RFP was still a viable alternative should they fail to reach an agreement satisfactory to both parties.

By March the parties had agreed on terms that were also acceptable to the ASAA. The substantive changes made to the agreement served to improve coverage and call times by expanding the core area and implementing protocols for delays in response. The new agreement also contains a ‘Periodic Assessment Form’ which creates an opportunity for the ASAA to monitor franchise holder performance more routinely than it has in the past.

Appointment Ratification. The ASA Advisory Committee meets periodically to hear concerns regarding the service provided by Medix and to review the ASA Plan, gather input, and recommend revisions to the plan when appropriate. Some confusion during the franchise assignment process around committee member appointment expirations, so staff is asking the Board to ratify the appointment expirations at this time. The Committee is staffed by the Public Health Director and facilitated by the Emergency Management Director. Current Advisory Committee members and their term limits recommended for ratification are listed below.

	Position	Name/Term Expiration
1	Public Health Director or County Health Officer	<i>Dr. Thomas Duncan, 11/30/17</i>
2	A Physician familiar with EMS	<i>Dr. Paul Voeller, 11/30/17</i>
3	Representative from the Fire Agencies	<i>Paul Olheiser, 06/30/18</i>
4	Current ASA Franchise agreement representative	<i>Duane Mullins, 6/30/18</i>
5	Registered Nurse who has worked in the Emergency Dept.	<i>Jill Tillotson, 6/30/17</i>
6	Citizen not associated with the EMS System	<i>Paul Gillum, 06/30/18</i>
7	Citizen not associated with the EMS System	<i>Mel Jasmin, 06/30/18</i>
8	Citizen not associated with the EMS System	<i>Duane Johnson, 6/30/17</i>
9	Citizen not associated with the EMS System	<i>Vacant</i>

**Fiscal Notes:** Staff time and resources increase marginally with the new agreement.

**Options to Consider:**

1. Approve recommended appointments to the Ambulance Service Area (ASA) Advisory Committee and ratify committee appointments.
2. Choose to neither approve the franchise agreement nor ratify the committee appointments and direct staff accordingly.

**Attachment List:**

1. Franchise Agreement
2. ASAA Committee Meeting Minutes for 5/9/16

**Staff Recommendation:** Option 1. Approve Appointments to the Ambulance Service Area (ASA) Advisory Committee and ratify committee appointments.

**Recommended Motion:** “I move to ratify the Ambulance Service Area Advisory Committee appointments and approve the ambulance franchise agreement with Medix, authorizing the Chair to sign.”

## **AGREEMENT**

This Agreement is between Medix Ambulance Service, Inc., an Oregon corporation, ("Medix"), and Clatsop County, a political subdivision of the State of Oregon ("County"). Medix provides for emergency and non-emergency ambulance services through the Clatsop County Ambulance Service Area Ordinance, as may be amended from time to time, hereinafter referred to as "ASA Ordinance," and the Clatsop County Ambulance Service Area Plan, as may be amended from time to time, hereinafter referred to as "ASA Plan."

### **Recitals**

Medix requested renewal of an exclusive franchise originally granted in 1995 to provide emergency and non-emergency ambulance services in Clatsop County Ambulance Service Area ASA. Based upon the Ambulance Service Area Advisory Committee ("ASAA Committee") recommendation and information submitted to the ASA Committee and at a public hearing, the County approved renewal of the franchise, to be governed pursuant to the requirements of the Oregon law, Oregon Administrative Rule, the ASA ordinance, and the ASA Plan and this agreement as set forth below.

1. Authorization. Medix is authorized to, and shall furnish ambulance service, including the equipment and materials as hereinafter set forth within the Ambulance Service Area granted herein.
  
2. Compliance. Medix shall comply with terms of the ASA Ordinance located at: [http://www.co.clatsop.or.us/sites/default/files/fileattachments/county\\_government/page/971/code-title\\_5.pdf](http://www.co.clatsop.or.us/sites/default/files/fileattachments/county_government/page/971/code-title_5.pdf) and the ASA Plan which is incorporated into this agreement by this reference, and the applicable terms of ORS Chapter 682, any rules and regulations issued pursuant to ORS Chapter 682, including but not limited to OAR 333-260-0000 to 333-260-0070, and any other applicable state, federal or local laws, rules or regulations. The County reserves the right to enact additional rules and regulations from time to time as it deems necessary to protect the health, interest, safety and welfare of the public in relation to emergency and non-emergency ambulance services, provided that any county rules and regulations shall not be inconsistent with the provisions of applicable state regulations mentioned in this subsection. Pursuant to OAR 333-250-0000, the County may establish requirements more stringent than those set forth in the state rules.
  
3. Area Definitions:
  - A. County Service Area. Medix shall operate within the established Clatsop County Ambulance Service Area (ASA) which is all of the area within Clatsop County's

jurisdictional boundaries except those areas within the boundaries of Clatskanie Rural Fire Protection District and Mist-Birkenfeld Rural Fire Protection District.

B. Core Area. For purposes of this agreement the 'Core Area' boundaries are defined as the areas served along Hwy 101 from Arch Cape North to Astoria, as far East on Highway 26 as the Highway 53 Junction, and as far East on Highway 30 as the Knappa Junction.

C. Medix Service Area. Medix service area includes all of Clatsop County, and in addition, it operates in Southern Pacific County, Washington, with an eastern boundary of MP 15-24 on Highway 101, and Dismal Nitch on Highway 104, and as far North on the Peninsula as the Northern boundary of the City of Long Beach.

4. Liability Insurance. Medix shall obtain and maintain insurance coverage satisfactory to County, Medix shall add County, its officers/officials, agents, employees, and volunteers as additional insureds for general liability and property damage insurance coverage and a separate endorsement shall be issued by the company showing Clatsop County as an Additional Insured and provide Notice of Cancellation as set forth in the policy covering its activities and operations under this agreement. Such insurance shall be in the forms and amounts not less than set forth in ORS 30.260 to 30.300. If Medix, for any reason, fails to maintain insurance coverage as required pursuant to this Agreement, the same shall be deemed a major breach of contract, which is dangerous to public health and safety.

5. Workers' Compensation and Unemployment Insurance. Medix shall obtain and maintain at all times during the term of this contract, workers' compensation insurance with statutory limits and employers' liability insurance. Medix shall provide the County with evidence that it is a carrier insured or self-insured employer in full compliance with the requirements of ORS Chapter 656, and full compliance with Oregon unemployment insurance requirements.

6. Independent Contractor. Medix will work as an independent contractor and will be responsible for any federal or state taxes applicable to services rendered by Contractor. Its employees and agents will not be eligible for any benefits as a result of payments pursuant to this agreement for federal Social Security, State Workers' Compensation, unemployment insurance or Public Employees Retirement System benefits.

7. Employment and Public Contract Laws. Medix acknowledges that it is aware and fully understand and shall fully comply with all applicable wage, hour and labor

standards required by State or Federal law. Public Contracting law, ORS 279B.220 through 279B.235 and 279C.500 through 279B.870 as applicable are incorporated herein by reference.

8. Indemnity. Medix shall defend, indemnify, and hold harmless the County, its officers, agents, and employees from damages arising out of the tortious acts of Medix, its officers, agents, and employees acting within the scope of their employment and duties in performance of this agreement.

9. Attorneys' fees. Medix shall defend the County, its agents and employees against any such claims and to further reimburse the County for its reasonable expenses, costs and attorney fees associated with defending any such claims, even though to suit or action is instituted.

10. Third Party Claims. Medix waives any claims it may have against County, its commissioners, officers, agents and employees, arising out of the County's failure to seek bids prior to entering into this agreement and further shall defend County, its commissioners, officers, agents and employees from any liability therefore to third parties alleging harm therefrom.

11. Performance Requirements

A. Coverage Requirements. Emergency ambulance service is defined as 24 hours per day paramedic-staffed ambulance service, for all calls triaged as requiring an emergency response. Emergency response is determined utilizing the emergency medical dispatch (EMD) card system adopted by the County. This includes calls received by non-emergency or inter-facility ambulance providers and triaged as emergency responses utilizing the EMD card system.

B. Response Time Requirements. Requests for emergency ambulance services shall meet the established County Core Area and zone requirements as established in the Ambulance Service Plan. Medix agrees to a required 45-reponse time for Code 1 calls with the exception of diversion to a Code 3 call. The Code 1 response time includes a requirement to meet that designated response time 90% of the time.

C. Ambulance Staging. Medix agrees to have 2 ambulances in the Core Area (as defined in Section 3. of this agreement) at all times and 3 ambulances in the Medix Service Area (as defined in Section 3 of this agreement) at all times.

D. Unit Hour Utilization Requirements. "Unit hour utilization" is a measure of productivity. A "unit hour" is equal to one hour of service by a fully equipped and staffed ambulance available for dispatch or assigned to a call. "Utilization" is the comparison between the number of unit hours of availability with the actual time used for treatment and transport. The intent of monitoring unit hour utilization (UHU) is to allow for staff rest and recovery as a mechanism for promoting and insuring quality of care, safety and service. Unit hour utilization is not to exceed an average of 0.4500, measured daily and averaged over the term of a month.

E. Performance Reports. Medix shall provide quarterly reports to County within 15 days of quarter end, for evaluation in determining if performance standards and response time requirements are being met. Medix shall participate in review period evaluations as required in Section 14 herein.

F. Non-Emergency and Inter-Facility Services. Any non-emergency or inter-facility services, or services outside the County Service Area, shall not negatively impact Medix ability to meet the requirements of this Agreement.

G. Dispatch Center. Medix shall cooperate and communicate with 9-1-1 centers to assure smooth delivery of dispatched services. Medix will notify the appropriate dispatch center when delayed to a service call by more than 10 minutes. Medix agrees to work with County in the identification of additional dispatch information that would be of use to Clatsop County 9-1-1 centers to improve the emergency medical system. Medix will maintain an automatic vehicle locator in all ambulances used in the performance of this Agreement.

H. Disaster Response. Medix shall maintain a Mass Casualty Incident plan. In the event of a man-made or natural disaster, a declared emergency by an appropriate governmental agency or any other situation as determined by the County, Medix shall not charge County for additional costs unless a federal or state source of funds are available, or the County determines that billing is appropriate under the circumstances. Medix shall not include in its cost statement any charges for services rendered by volunteer employees. The cost statement associated with rendering aid under disaster conditions shall be based entirely upon the actual costs incurred by Medix in the course of rendering such disaster assistance, and shall not include costs to maintain production capacity that would have normally been borne by Medix had the disaster not occurred.

I. Fire Service Coordination. Medix has and will attempt in good faith to obtain current Mutual Aid agreements with local fire departments and copies of said agreements will be included as an appendix item within the ASA Plan.

12. Licenses. Medix must have and maintain a state license for the provision of EMS/Ambulance services and agrees to provide County with a copy of required license upon signature of this agreement and upon renewal of the license. Medix shall maintain all required licenses or certifications required for personnel, ambulances, and other equipment in accordance with state, federal, and local laws, rules, and regulations.

13. Subcontracting. Medix may subcontract out services required by this franchise only with the prior written consent of County. Medix shall be held responsible for the services furnished by any subcontractor, including compliance with the franchise provisions and the terms of this Agreement, the ASA Ordinance and the ASA Plan.

14. Term. The term of this Agreement begins June 1, 2016 and shall end on May 31, 2021. This five (5) year contract shall consist of three (3), 18-month review periods, with a final six (6) month period. At the end of each 18-month period, County staff will evaluate Medix performance, and report findings to the ASAA Committee. Assessments will be based on the 18-month periodic assessment sheet attached as Appendix A. It is mutually understood by both parties that the parameters in the 18-month Periodic Assessment tool may have limited or different applications and value in monitoring and assessing the performance of the Medix, and that over time and experience that there may be a need to assess and revise some of the standards and parameters along with their applications. In the event that Medix does not perform at or above the standard, the ASA Committee may recommend termination to the Clatsop County Board of Commissioners.

15. Default. This franchise may be terminated upon a recommendation by the ASA Committee and a finding by the Board of County Commissioners that Medix has:

A. Failed to substantially comply with the provisions the ASA ordinance, the ASA Plan or provisions of state or federal laws and regulations.

B. Materially misrepresented facts or information given part of the review of the performance of the service furnished by Medix.

C. Materially failed to meet the performance standards set forth herein.

D. Had its ambulance licenses suspended or revoked by the State.

E. Filed voluntary or involuntary bankruptcy, or made a general assignment for the benefit of creditors, or had a trustee appointed to manage its affairs.

F. Failed to take timely corrective action in response to written notice from County of a breach of contract terms.

G. Had its insurance coverage cancelled without comparable coverage in place, or failed to provide County certificates naming County as additional insured.

16. Remedy. Upon a declaration of default, County may sue for damages or take any other action allowed by law and, in the event of a major default, including, without limitation, termination of this Agreement. These remedies are independent, cumulative and not exclusive. The parties acknowledge that the provision of uninterrupted, high quality ambulance service is a critical function necessary to preserve the safety and welfare of the public. In the event of a major default, the County may elect to terminate this Agreement and shall be entitled to receive as liquidated damages, and not as a penalty, the sum of \$2,000 per day until a substitute provider commences, but in no event for more than 90 days. An entity authorized in the interim or emergency basis to provide services shall not be considered a substitute provider. The County shall make diligent, good faith efforts to promptly secure acceptable substitute providers so as to minimize the imposed liquidated damages. Medix acknowledges that it had an opportunity to contest this amount, and concurs with the County that it constitutes a reasonable and genuine attempt to estimate damages and costs which are not readily ascertainable or otherwise recoverable.

17. No property interest. Nothing in the awarding of the original franchise, the granting of extensions, the granting of a license, or the execution of this Agreement, shall in any way be construed as establishing a property interest or any other entitlement other than to permit Medix to enforce the terms of this Agreement.

18. No discrimination. Medix agrees to comply with the Civil Rights Act of 1964, and 1991, the Americans with Disability Act of 1990 as amended (ADA), 42 USC §§ 12101-17, 12201-13 (Supp. V 1994), Section 504 of the Rehabilitation Act of 1973, and Title VI as implemented by 45 CFR 80 and 84 which states in part that no qualified person shall on the basis of disability, race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance.

19. Waiver. The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if the forbearance or waiver had not occurred

20. Entire Agreement. This Agreement shall constitute the entire agreement between the parties and any prior understandings or representations of any kind

preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

21. Time Essence. Time is of the essence of this agreement.

22. Modification. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party

23. Oregon Law. This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. All rights and remedies of the County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the County according to law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective the date first set out above.

Clatsop County Board of Commissioners

Medix Ambulance Service, Inc.

\_\_\_\_\_  
Scott Lee, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
JD Fuiten, President

\_\_\_\_\_  
Date

## APPENDIX A

### Clatsop County Ambulance Service Area Franchise Agreement 18-Month Periodic Assessment

Period (1) Ending: December 2017

CRITERIA:	MEETS STANDARD:	
	Yes	No
<b>1</b> Requirement: 90% Overall County Response Time Reference: Contract and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b> Requirement: Monthly Unit Hour Utilization Rate at 0.4500 or less Reference: Franchise Agreement and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Requirement: 90% 45-Minute Response Time for Code 1 Calls Reference: Franchise Agreement Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> Requirement: Meet Equipment Standards Reference: Oregon Administrative Rule 333-255 Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> Requirement: EMD Dispatch Training within 6 Months of Hire Reference: Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b> Requirement: Meet Employee Training Standard Reference: Oregon Administrative Rule 333-250-0043-1 Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b> Requirement: Maintain Patient Records per Retention Period Reference: Oregon Administrative Rule 333-250 Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b> Requirement: Notify ASA of Post/Staff Changes Prior to Implementation Reference: Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b> Requirement: Ambulance Dispatched within 60 seconds of receipt of call Reference: Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b> Requirement: Maintain State licensure of all Franchise Ambulances Reference: Comments:	<input type="checkbox"/>	<input type="checkbox"/>

11	Requirement: Reference: Comments:	Staff Ambulances according to Clatsop Co ASA Plan		
12	Requirement: Reference: Comments:	Failure to respond an Ambulance as set forth in Clatsop County ASA plan.		
13	Requirement: Reference: Comments:	Record and retain all dispatch related telephone and radio Communications		
14	Requirement: Reference: Comments:	Maintain adequate and appropriate records of responses, Patient care and maintenance for the retention period as set Forth in Oregon Administrative Rule. OAR		
15	Requirement: Reference: Comments:	Upon receiving "Direct Call" requiring Fire Agency response, notify fire dispatch within 60 seconds		
16	Requirement: Reference: Comments:	Maintain mutual assistance agreements as provided, with Fire Agencies and ambulance agencies.		

**Clatsop County Ambulance Service Area Franchise Agreement  
18-Month Periodic Assessment**

Period (1) Ending: June 2018

<b>CRITERIA:</b>		<b>MEETS STANDARD:</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	Requirement: 90% Overall County Response Time Reference: Contract and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Requirement: Monthly Unit Hour Utilization Rate at 0.4500 or less Reference: Franchise Agreement and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
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**Clatsop County Ambulance Service Area Franchise Agreement  
18-Month Periodic Assessment**

Period (1) Ending: December 2018

CRITERIA:		MEETS STANDARD:	
		Yes	No
1	Requirement: 90% Overall County Response Time Reference: Contract and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
2	Requirement: Monthly Unit Hour Utilization Rate at 0.4500 or less Reference: Franchise Agreement and ASA Plan Comments:	<input type="checkbox"/>	<input type="checkbox"/>
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Phone (503) 325-1000

Fax (503) 325-8325

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## MINUTES

Ambulance Services Area Advisory Committee Meeting

Monday, May 9, 2016 at 3:00 p.m.

800 Exchange Street, 4<sup>th</sup> Floor, Suite 430

Astoria, Oregon

### Call to Order

Gillum called the meeting to order at 3:00 p.m.

### Attendance

Regular members in attendance were Brian Mahoney, Paul Olheiser, Mel Jasmin, Duane Johnson, Duane Mullins, and Paul Gillum. Guests included County Counsel Heather Reynolds, Steve Sharek (Clatskanie), Bruce Holsey (Westport) and Dave Crawford (Mist-Birkenfeld).

### Additions or Changes to the Agenda.

None.

### Old Business

a. Review Ambulance Franchise Agreement Draft, MOU & RO

The group identified a few typos and minor grammatical errors for correction. Olheiser asked for clarification on 10-minute delays, and Mullins asked for clarification regarding 'Response Time Requirements' which were related issues. Following a brief discussion, Reynolds noted changes for the agreement draft. Gillum asked if there were any additional changes or questions, and there were none. He asked if the group was satisfied with the agreement as a committee. *Olheiser made and Johnson seconded a motion to recommend the Board of Commissioners sign the franchise agreement. The motion passed 5:0 with Mullins abstaining.*

Reynolds explained the purpose of the new Memorandum of Understanding (MOU) between Columbia and Clatsop County, which in essence is that it galvanizes practices which have already been in place for the benefit of citizens. Mahoney asked if the MOU would be added to the Ambulance Plan, and Reynolds said it would. Sharek said they would still like to see a document making provisions for Westport as had been done for Mist-Birkenfeld and Clatskanie; Reynolds explained that the process would be more complicated than the other areas due to the entire area being inside Clatsop County. Gillum said that Westport might still have time to address the issue and draft a new agreement with Medix before the franchise agreement renewal was approved by the Board. Mullins reminded that the current agreement remains valid until it is replaced.

Reynolds said she thought it would be wise to get a motion from the committee on the MOU as well to communicate that all were in agreement with the proposal. *Olheiser made and Mahoney seconded a motion to approve the MOU. The motion passed 5:0 with Mullins abstaining.*

Mullins gave an update on the individual agreements between Clatsop fire agencies and Medix. Mullins advised that Gearhart and Hamlet will not make any changes. He said he had signed agreements for Seaside and Astoria, and the remaining agencies were in the process of getting renewed.

- b. Committee Position Renewals. Brown advised that there were no new applications for committee positions and those gathered at the last meeting were going to the Board within the next month.

#### **New Business:**

- a. Review Medix Reports. The meeting was not part of the regular quarterly meeting schedule and meetings had been erratic since January due to the franchise agreement renewal process, therefore Mullins did not present reports. He said he intended to bring them to the next regular meeting. Olheiser proposed that quarterly meetings occur in January, April, July and October, Mullins said it would work well for him, and the group agreed.

#### **Member/Committee Reports:**

- a. Chair. Paul Gillum. No report.
- b. ASAAC Franchise Agreement Representative. Duane Mullins. No report.
- c. Citizen. Mel Jasmin and Duane Johnson. Jasmin expressed frustration over Life Flight program pulling out of the joint membership offered by Medix. Mullins explained further that anyone interested in joining Life Flight must now contact them directly.
- d. County Health Officer. Dr. Thomas Duncan. No report.
- e. Physician report. Duane Mullins. Both Mullins and Olheiser advised they had interim physician advisors serving until summer at which time they anticipate having a permanent Supervising Physician in place.
- f. Registered Nurse. Jill Tillotson. No report.
- g. Fire Representative. Chief Paul Olheiser. No report.
- h. Public Health Director. Brian Mahoney. Cannon Beach has created a Medical Reserve Corps comprised of licensed health care providers and recently held an open house recruitment event. He also reminded the group that Cascadia Rising, the regional exercise, was coming up soon.
- i. ASAAC Committee Administrator. No report.

Business from the Public: None.

Next Meeting: Monday, July 11 at 1:30 p.m.

Adjournment: 2:35 p.m.

TCB



**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8, 2016**

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**Issue/Agenda Title:** Memorandum of Understanding and Resolution & Order in the Matter of Adjusting Jurisdictional Boundaries of Ambulance Service Area Plan (C5992)

**Category:** Business Agenda

**Prepared By:** Tiffany Brown

**To Be Presented By:** Tiffany Brown

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**Issue before the Commission:** Approve Resolution and Order authorizing the Memorandum of Understanding with Columbia County to Adjust the Jurisdictional Boundaries of Ambulance Service Area Plan.

**Informational Summary:** At the outset of the franchise agreement process, County staff was contacted by Clatskanie Fire and Mist-Birkenfeld RFPD with a request to address an issue best described as a matter of housekeeping. The matter also relates to providing reliable ambulance service for all Clatsop County citizens.

For years, the two agencies have responded to calls in parts of Clatsop County termed ‘frontier’ areas, that is, portions so far removed from the core area that prompt ambulance response is a constant challenge, if not an impossibility. As is the case in several instances, there are east Clatsop County residences which one must drive through Columbia County to access, and as a result, Mist-Birkenfeld and Clatskanie maintain an agreement with Medix to provide service in those instances.

The fire chiefs initially suggested entering into an agreement directly with the County to provide ambulance service to frontier areas, but the Clatsop County Plan prohibits such an agreement because it states that only one provider shall be appointed by the Board. Instead, the solution takes form of a Memorandum of Understanding with Columbia County by making the areas in question part of the Columbia County Ambulance Service Area.

**Fiscal Notes:** No fiscal impact expected.

**Options to Consider:**

1. Approve the Resolution & Order authorizing the Memorandum of Understanding with Columbia County and authorize the Chair to sign both the R&O and MOU.

2. Approve neither the Resolution & Order nor the Memorandum of Understanding and direct staff accordingly.

**Staff Recommendation:** Option 1.

**Attachment List:**

1. Resolution & Order
2. Memorandum of Understanding
3. ASAA Meeting Minutes from 5/9/16

IN THE BOARD OF COUNTY COMMISSIONERS  
FOR CLATSOP COUNTY

IN THE MATTER OF: )  
AUTHORIZING MEMORANDUM OF ) RESOLUTION AND ORDER  
UNDERSTANDING WITH COLUMBIA )  
COUNTY AND ADJUSTING )  
JURISDICTIONAL BOUNDARIES OF )  
AMBULANCE SERVICE AREA PLAN )

WHEREAS, each county in Oregon is required to have an Ambulance Service Area (ASA) Plan for serving the entire County pursuant to ORS 682.062 .50 and Clatsop County Code §5.04 allows amendment by Board Order as necessary; and

WHEREAS, two areas of Clatsop County are served by fire and ambulance providers from Columbia County. The River Ranch area of Northeast Clatsop County, is only accessible by road from Columbia County. It is a developed area in the Clatskanie Rural Fire Protection District. The response times for service and standards for service differ significantly for adjoining neighbors, depending on which side of the county line their home is located. The Mist-Birkenfeld area in Eastern Clatsop County is in the Mist-Birkenfeld Rural Fire Protection District. This contains the development of Fishhawk Lake. The response time for ambulance service is 60 minutes for those in Clatsop County, while for some adjoining neighbors in Columbia County it is 12 minutes. The fire department is located near the county line in Columbia County; and

WHEREAS, the citizens in both these areas would be more efficiently and effectively served, and the Districts providing service would have significantly less administrative cost, if the ASA standards for Columbia County controlled these areas, and

WHEREAS, both the governing boards of both the Clatskanie Rural Fire Protection District have requested this change, and have executed the Memorandum of Understanding with Columbia County supporting this boundary change, and

WHEREAS, the Ambulance Service Advisory Committee met on May 9, 2016, and recommends the boundary change.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED:

1. Ambulance service for those areas of Clatsop County within the boundaries of the Clatskanie Rural Fire Protection District and the Mist-Birkenfeld Rural Fire Protection District shall be governed by the Ambulance Service Area Plan for

Columbia County, and the Chair is authorized to sign the attached Memorandum of Understanding with Columbia County and the affected Fire Districts.

2. The Clatsop County Ambulance Service Area Plan is amended under "Boundaries", to provide that those areas of Clatsop County within the boundaries of the Clatskanie Rural Fire Protection District and the Mist-Birkenfeld Rural Fire Protection District are excepted from the jurisdictional boundaries of the Clatsop County Ambulance Service Area Plan and will be governed by the Columbia County ASA pursuant to a Memorandum of Understanding between the Counties.

Dated this \_\_\_\_ day of June, 2016.

BOARD OF COMMISSIONERS FOR  
CLATSOP COUNTY, OREGON

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Scott Lee, Chairperson

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 between **Columbia County**, a political subdivisions of the State of Oregon, **Clatsop County** a political subdivision of the State of Oregon, **Clatskanie Rural Fire Protection District**, an Oregon special district, and **Mist-Birkenfeld Rural Fire Protection District**, and Oregon special district.

### RECITALS

Each county in Oregon is required to have an Ambulance Service Area (ASA) Plan pursuant to ORS 682.062. Two areas of Clatsop County are served by Columbia County fire and ambulance providers.

The River Ranch area of Northeast Clatsop County, is only accessible by road from Columbia County. It is a developed area within the boundaries of the Clatskanie Rural Fire Protection District. The response times for service and standards for service differ significantly for adjoining neighbors, depending on which side of the county line their home is located.

The Mist-Birkenfeld area in Eastern Clatsop County is within the boundaries of the Mist-Birkenfeld Rural Fire Protection District. This contains the development of Fishhawk Lake. The response time for ambulance service is 60 minutes for those in Clatsop County, while for some nearby neighbors in Columbia County it is 12 minutes. The fire department building is located near the county line in Columbia County.

The governing bodies of these volunteer fire districts currently must follow a different set of standards for each county and participate in ambulance service management committees in both counties. It would be more efficient for the fire districts to only have one set of standards and attend meetings in only one county.

The citizens in both these areas would be more efficiently and effectively served, and the fire districts providing service would have significantly less administrative cost, if the ASA standards for Columbia County controlled these areas.

### **Therefore, the Parties agree as follows:**

Those areas of Clatsop County that are within the boundaries of the Clatskanie Rural Fire Protection District, and the within the boundaries or the Mist-Birkenfeld Rural Fire Protection District, will be included in the Columbia County Ambulance Service Area Plan and will be excluded from the Clatsop County Ambulance Service Area Plan for so long as this Agreement is in effect.

This agreement will remain in effect until terminated, and may be terminated on 180 days' written notice from one party to the others.

**COLUMBIA COUNTY**

\_\_\_\_\_  
By:

**CLATSKANIE RURAL FIRE PROTECTION  
PROTECTION DISTRICT**

\_\_\_\_\_  
By:

**CLATSOP COUNTY**

\_\_\_\_\_  
By:

**MIST-BIRKENFELD RURAL FIRE  
PROTECTION DISTRICT**

\_\_\_\_\_  
By:



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Astoria, Oregon

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Reynolds explained the purpose of the new Memorandum of Understanding (MOU) between Columbia and Clatsop County, which in essence is that it galvanizes practices which have already been in place for the benefit of citizens. Mahoney asked if the MOU would be added to the Ambulance Plan, and Reynolds said it would. Sharek said they would still like to see a document making provisions for Westport as had been done for Mist-Birkenfeld and Clatskanie; Reynolds explained that the process would be more complicated than the other areas due to the entire area being inside Clatsop County. Gillum said that Westport might still have time to address the issue and draft a new agreement with Medix before the franchise agreement renewal was approved by the Board. Mullins reminded that the current agreement remains valid until it is replaced.

Reynolds said she thought it would be wise to get a motion from the committee on the MOU as well to communicate that all were in agreement with the proposal. *Olheiser made and Mahoney seconded a motion to approve the MOU. The motion passed 5:0 with Mullins abstaining.*

Mullins gave an update on the individual agreements between Clatsop fire agencies and Medix. Mullins advised that Gearhart and Hamlet will not make any changes. He said he had signed agreements for Seaside and Astoria, and the remaining agencies were in the process of getting renewed.

- b. Committee Position Renewals. Brown advised that there were no new applications for committee positions and those gathered at the last meeting were going to the Board within the next month.

**New Business:**

- a. Review Medix Reports. The meeting was not part of the regular quarterly meeting schedule and meetings had been erratic since January due to the franchise agreement renewal process, therefore Mullins did not present reports. He said he intended to bring them to the next regular meeting. Olheiser proposed that quarterly meetings occur in January, April, July and October, Mullins said it would work well for him, and the group agreed.

**Member/Committee Reports:**

- a. Chair. Paul Gillum. No report.
- b. ASAAC Franchise Agreement Representative. Duane Mullins. No report.
- c. Citizen. Mel Jasmin and Duane Johnson. Jasmin expressed frustration over Life Flight program pulling out of the joint membership offered by Medix. Mullins explained further that anyone interested in joining Life Flight must now contact them directly.
- d. County Health Officer. Dr. Thomas Duncan. No report.
- e. Physician report. Duane Mullins. Both Mullins and Olheiser advised they had interim physician advisors serving until summer at which time they anticipate having a permanent Supervising Physician in place.
- f. Registered Nurse. Jill Tillotson. No report.
- g. Fire Representative. Chief Paul Olheiser. No report.
- h. Public Health Director. Brian Mahoney. Cannon Beach has created a Medical Reserve Corps comprised of licensed health care providers and recently held an open house recruitment event. He also reminded the group that Cascadia Rising, the regional exercise, was coming up soon.
- i. ASAAC Committee Administrator. No report.

Business from the Public: None.

Next Meeting: Monday, July 11 at 1:30 p.m.

Adjournment: 2:35 p.m.

TCB

**Board of Commissioners  
Clatsop County**

**AGENDA ITEM SUMMARY**

**June 8<sup>th</sup>, 2016**

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**Issue/Agenda Title:** Allowing Property Tax Exemption for Surviving Spouse of Officer Killed on Duty

**Category:** Business Agenda

**Prepared By:** County Counsel

**Presented By:** Sheriff Tom Bergin

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**Issue before the Commission:** Consider approving a property tax exemption for the surviving spouse of a public safety officer killed in the line of duty.

**Informational Summary:** The 2016 legislature unanimously passed SB1513, which allows a county to, by Resolution, exempt up to the first \$250,000 in assessed value in the homestead of the surviving spouse of a public safety officer killed in the line of duty. State Senator Betsy Johnson was one of the sponsors. The statute applies to police officers, reserve officers and fire service professionals.

**Fiscal Impact:** Approximately \$2,500 per surviving spouse for County taxing districts

**Options to Consider:**

1. Authorize the Resolution & Order authorizing the exemption allowed by SB1513
2. Continue to require full payment of property taxes by the surviving spouses of fallen officers.

**Staff Recommendation:** Option #1

**Recommended Motion:** “I move we approve a Resolution and Order to exempt from property taxation the first \$250,000 in assessed value of the homestead of the surviving spouse of a public safety officer killed in the line of duty.”

**Attachment List:**

- A. Resolution and Order

IN THE BOARD OF COMMISSIONERS  
FOR CLATSOP COUNTY

PROVIDING A TAX EXEMPTION FOR )  
THE HOMESTEADS OF SURVIVING ) RESOLUTION AND ORDER  
SPOUSES OF CERTAIN PUBLIC SAFETY )  
OFFICERS )

**WHEREAS**, the Oregon Legislature enacted Senate Bill 1513 (2016), which provides that, by ordinance or resolution, a county may provide a property tax exemption for the homesteads of the surviving spouses of certain public safety officers; and

**WHEREAS**, the Board of Commissioners for Clatsop County (hereinafter "Board"), desires to enact such a resolution, now, therefore, be it hereby

**RESOLVED and ORDERED**, that for a surviving spouse seeking an exemption pursuant to Senate Bill 1513, up to \$250,000 of assessed value of each homestead owned and occupied by the surviving spouse, located in the county, shall be exempt from ad valorem property taxes imposed by all taxing jurisdictions on the homestead; and

**FURTHER RESOLVED and ORDERED**, that "surviving spouse" shall mean the spouse of a fire service professional, police officer, or reserve officer killed in the line of duty who has not remarried after the death of the fire service professional, police officer or reserve officer; and

**FURTHER RESOLVED and ORDERED**, that "fire service professional," "police officer" and "reserve officer" have the meanings given those terms in ORS 181.335; and

**FURTHER RESOLVED and ORDERED**, that "homestead" means the owner-occupied principal dwelling, either real or personal property, owned by a surviving spouse and the tax lot upon which the dwelling is located; and

**FURTHER RESOLVED and ORDERED**, that such an exemption shall be granted provided that the surviving spouse satisfies all application for exemption requirements set forth in Senate Bill 1513; and

**FURTHER RESOLVED and ORDERED**, that any exemption granted under this resolution applies solely to the period preceding the date of the first remarriage of the surviving spouse after the death of the fire service professional, police officer or reserve officer and ends on the date of remarriage.

Dated this \_\_\_ day of June, 2016

CLATSOP COUNTY BOARD OF COMMISSIONERS

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By: Scott Lee, Chair