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MAR 29 2004  
11:05a  
TASSI O'NEIL  
COUNTY CLERK

MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING  
Monday, February 23, 2004  
Page 1

1 **COMMISSIONERS PRESENT:** Paul A. Hanneman, Chairperson  
2 Charles J. Hurliman, Vice Chairperson  
3 Tim Josi, Commissioner  
4

5 **STAFF PRESENT:** Paul Levesque, Management Analyst  
6

7 **STAFF PRESENT FOR PORTIONS OF MEETING:** Bill Campbell, Community Development  
8 Director; Tassi O'Neil, County Clerk; John Robinson, Health Department Administrator; Sara  
9 Charlton, Library Director; Aaron Suko, Public Works Director; Tom Manning, Emergency  
10 Management; Craig Schwinck, Human Resources & Information Services Director; Tim Lutz,  
11 Assessor/Tax Collector; Marlene Putman, Commission on Children & Families Director; Charles  
12 Anderson, Parks Director  
13

14 **GUESTS:** Shirley Kalkhoven; John Ponce; Gus Meyer; John Gettman  
15

16 **CALL TO ORDER:** By Chair Hanneman at 9:07 a.m. in the Commissioners' Meeting Room.  
17

18 **ITEM NO. 1: PUBLIC COMMENTS - NON-AGENDA ITEMS:** There were none.  
19

20 **ITEM NO. 2: LIBRARY UPDATE & COLLINS FOUNDATION APPLICATION:** Ms.  
21 Charlton submitted a proposed application for a \$50,000 grant from the Collins Foundation. She  
22 also spoke of other grant applications in development. There was Board consensus to approve the  
23 application to the Collins Foundation. No Board signatures were required.  
24

25 Ms. Charlton said she was also applying for a PUD grant to move a power pole. She updated the  
26 Board of the PAC for the Library levy. She said that at the February 19th Library Board meeting,  
27 that Board decided to go out for another levy in May if the March 9th levy failed to get the required  
28 51% turnout.  
29

30 **ITEM NO. 1: NON-AGENDA ITEMS: Emergency Management Update:** Mr. Manning  
31 submitted a packet which included the February recap of his department's activities. He was  
32 applying for a Citizen Corps Grant. There was Board consensus to approve the application for the  
33 \$49,662 grant.  
34

35 Mr. Manning reviewed the packet contents for the Board. It included the warning system schematic  
36 and picture of the completed emergency generator at the Fairground's 4-H dorm. He recapped the  
37 reimbursement opportunity under the Governor's declaration of disaster for the ice storm.  
38

39 **ITEM NO. 3: MISCELLANEOUS PERSONNEL MATTERS & INFORMATION SERVICES**  
40 **UPDATE: a. Discussion Concerning Oregon Centralized Voter Registration System (OCVR):**

41 Ms. O'Neil discussed the project that was now being implemented. Extra staff time would be  
42 required for scanning of data. This work would occur in the midst of the three upcoming elections.  
43 She distributed packets which showed the project and the time lines. She talked about the pilot

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1 project in Lincoln County; they had the same voter registration system as Tillamook County.

2  
3 Commissioner Josi commended Ms. O'Neil and her staff; Commissioner Hurliman concurred.

4  
5 **Reclassification in District Attorney's Office:** Mr. Schwinck distributed a desk audit for Ms.  
6 Jackson in the District Attorney's office. That was the only department without a chief Deputy. She  
7 performed supervisory functions. Mr. Schwinck said Mr. Porter had agreed that something needed  
8 to be done. Mr. Schwinck recommended the position be changed to Office Manager (Management  
9 Range 11).

10  
11 Commissioner Josi said he had time to think this through. He said that, as Commissioners, they  
12 needed to understand there would be equity issues. These do not add to the big problem of employee  
13 costs for medical benefits and merit increases. This was not part of the problem, and he was in favor  
14 of the request. Commissioner Hurliman agreed, but he wondered if it was a Board decision or a  
15 District Attorney decision.

16  
17 Commissioner Josi moved to approve the reclassification as recommended, Commissioner Hurliman  
18 seconded.

19  
20 Commissioner Hurliman said this created a County manager in a department that did not have one.

21  
22 Motion passed with three aye votes.

23  
24 **GIS Discussion:** Mr. Schwinck discussed a letter from Mr. Lutz regarding the need to maintain the  
25 GIS maps. Mr. Lutz gave a history of the GIS map development. They would be 3/4 complete by  
26 the end of the Fiscal Year. He described the additional work needed to maintain the new maps and  
27 said that would require more than the presently funded, half-time FTE.

28  
29 Mr. Campbell said each department would have programming needs for updating maps. He felt the  
30 request was timely because of the downstream cost savings. Commissioner Hurliman wanted to see  
31 a flow chart.

32  
33 Commissioner Josi said the Board had a policy of no new positions. Commissioner Hurliman  
34 thought a flow chart might show Mr. Jensen moving into that position. Mr. Lutz said the position  
35 was in his proposed budget request. Mr. Schwinck said the request would eliminate a position and  
36 it would be supported in the A&T grant, which he explained.

37  
38 Ms. Dye said this was one piece of a long-term commitment. Commissioner Josi said he would not  
39 vote for a new position. Commissioner Hurliman said if the position was not created, it would just  
40 throw the GIS program away. It needed to be properly maintained.

41  
42 Mr. Schwinck said the one-year cost was \$48,000 with benefits. The current cost of the part-time  
43 apprentice was \$15,000. The net cost to the General Fund would be \$33,000; the A&T Grant would  
44 reduce it to \$22,000-\$25,000. They would essentially be adding a ½ FTE with benefits. Funds were

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1 available in the current budget year. Mr. Schwinck said this was the most important part of the GIS  
2 system. The other layers relied on the names of owners from base maps. He and Mr. Campbell said  
3 these maps would generate revenue. Mr. Campbell described the time and cost savings for land use  
4 notices.

5  
6 Commissioner Josi said it was justified and they should do it; however, he outlined the budget issues  
7 that worked against it. He wanted to see an interdepartmental collaborative effort. Commissioner  
8 Hurliman said this had to be contrasted with a total collapse of the GIS system. Ms. Dye said she  
9 agreed with Commissioner Josi, but she hoped they never get to that point. She did not know the  
10 date when drastic cuts could happen, but they could not continue to see 30% increase in health  
11 insurance and other benefits. Ms. O'Neil said she agreed that position was valid, but she was  
12 concerned that the future layoffs not be in her department.

13  
14 Commissioner Hurliman moved that the position be approved if it could be done collaboratively with  
15 no net increase to the General Fund, and with a report back to the Board in thirty days regarding an  
16 interdepartmental plan, Chair Hanneman seconded.

17  
18 The motion passed with two aye votes. Commissioner Josi voted nay.

19  
20 **Parks Director Applications:** Mr. Schwinck distributed the reference checks on the applicants. He  
21 said none of the three had dropped out.

22  
23 **Management Round Table:** Mr. Schwinck noted the Management Round Table on March 12  
24 would discuss health care options. He did not know what the increases for the next year would be.  
25 He reported on a PERS meeting the previous week regarding their equal-to-or-better-than testing.  
26 He was lobbying the PERS Board to use the current Ops Serve (*optional services?*) program for  
27 testing, which the County would have a good chance of passing. If the County passed, there might  
28 be a chance to negotiate a lessor plan. The County had to pay for their own testing audit. Mr. Lutz  
29 confirmed that the test only related to uniformed officers.

30  
31 Mr. Robinson discussed a consultant review of the Health Department's operational systems. She  
32 had recommended some reallocation of certain positions between the satellite clinics and the main  
33 clinic.

34  
35 **ITEM NO. 4: UPDATE ON HEALTHY FAMILIES PROGRAM TRANSITION AND**  
36 **OTHER COMMISSION ON CHILDREN & FAMILIES BUSINESS:** Ms. Putman updated the  
37 Board on the Healthy Families transition, which was almost finalized. The Hospital did not have  
38 a contract for the current fiscal year, but it would be on the agenda for February 25, even though the  
39 contract period would be ending on February 29.

40  
41 Ms. Putman described the HIPPA issues involved in the transfer of patient records. The County must  
42 give the Hospital a release to transfer the records to CARE. She also said the Commission had made  
43 recommendations on funding allocations for the next 16 months. Not all the funds had been

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1 allocated to deal with Measure 30.  
2

3 Ms. Putman further discussed HIPPA liabilities involved in the transfer of fiscal responsibility from  
4 the Hospital to CARE. Commissioner Hurliman wanted a legal opinion on this before signing the  
5 contract on the 29th.  
6

7 Chair Hanneman recessed the meeting at 10:25 a.m. and reconvened at 10:40 a.m.  
8

9 **ITEM NO. 5: COMMUNITY DEVELOPMENT UPDATE:** Mr. Campbell distributed copies of  
10 the weekly inspection report (attached). He said the previous year he had requested a 10% fee  
11 increase, which had been denied. He would like to set a time in the next several weeks for a final  
12 hearing on that fee increase. The Chair wanted to see the figures in advance of setting a date for a  
13 hearing. There was Board consensus to set the final hearing.  
14

15 Mr. Campbell said they were mapping and evaluating "yes" responses to the sanitary survey. There  
16 were 17 in the hot zone on the Wilson and Trask Rivers.  
17

18 Mr. Campbell said DEQ wanted to be paid for their interim coverage for the on-site program. A  
19 contract would be forthcoming. He also discussed increased permit activity. He reported on the  
20 public Transportation Plan outreach. A hearing would be held with the Planning Commission and  
21 the Board in April or May. He discussed the ordinance amendments that were needed to implement  
22 the Transportation Plan. He said the March Planning Commission meeting would be a workshop  
23 on processes. There was a public hearing that evening on OAR noise standards for wind turbines,  
24 and he believed the citizens in north County were aware of that.  
25

26 Mr. Campbell said there was a Land Use Board of Appeals (LUBA) decision that the Surveyor's  
27 signature on a subdivision plat was a discretionary land use decision. It was on appeal to the  
28 Supreme Court. In addition, there was a LUBA decision in the Shoemaker appeal that the issuance  
29 of the building permit was based on clear standards. He reviewed the facts of the case and said the  
30 building permit was still valid despite a number of intervening land use matters that stopped the  
31 building permit.  
32

33 Mr. Campbell said the gravel hearing was scheduled the same day as the first Planning Commission  
34 interviews. Chair Hanneman said Mr. Campbell should go to the gravel hearing. Mr. Campbell said  
35 he would send the Board a memo on the interviewees.  
36

37 **ITEM NO. 7: COUNTY PARKS DEPARTMENT UPDATE:** Mr. Anderson distributed notes of  
38 his comments and spoke about the need to amend Ordinance #43 regarding the location of fires in  
39 campgrounds, motor-assisted scooters and other miscellaneous provisions. These have the approval  
40 of the Parks Advisory Committee. The fee order would need to be made compatible.  
41

42 Mr. Anderson said his submitted budget was proposed to remain flat. He outlined some projects,  
43 the cost of which totaled about \$100,000, that would be paid for from the Parks sinking fund. This  
44 included a major renovation of the shop. Commissioner Josi spoke highly of Mr. Anderson's career,

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1 which was ending on February 29.  
2

3 **ITEM NO. 6: PUBLIC WORKS UPDATE:** Mr. Suko reviewed his calendar items with the Board.  
4

5 **ITEM NO. 11: BOARD CONCERNS: Consideration of Amending CFTLC Budget:**  
6 Commissioner Josi moved to amend the CFTLC budget for the Schwabe legal opinion to change the  
7 amount to \$30,000 and to approve the dues assessment, Commissioner Hurliman seconded, passed  
8 with three aye votes.  
9

10 The Chair recessed the meeting at 11:22 a.m.  
11

12 **ITEM NO. 9: INTERVIEWS FOR POSITION ON TILLAMOOK COUNTY BUDGET**  
13 **COMMITTEE:** The Board conducted interviews for the Budget Committee with John Ponce and  
14 Shirley Kalkhoven. The Board selected Ms. Kalkhoven to fill the position that Des Kahrs had held.  
15

16 The Chair reconvened the meeting at 11:45 a.m.  
17

18 **ITEM NO. 10: MANAGEMENT ANALYST UPDATE:** Mr. Levesque updated the Board on his  
19 work in scheduling a hearing for the White property on the issue of waste and abandonment. The  
20 hearing will be on March 31. He also updated the Board on the library survey.  
21

22 **ITEM NO. 11: BOARD CONCERNS - REVIEW OF PRIORITIES FOR CONGRESSIONAL**  
23 **APPROPRIATION REQUESTS:** The Board reviewed the letter regarding Congressional funding  
24 requests. Commissioner Josi outlined his process on Congressional contacts. Ms. Cameron was  
25 present and discussed these letters. She suggested the County propose the U.S. Army Corps of  
26 Engineers exceed their cap on 206 projects.  
27

28 Commissioner Josi moved to adopt the priorities as in the letter, Commissioner Hurliman seconded,  
29 passed with three aye votes.  
30

31 **ITEM NO. 8: STAFF UPDATE/CALENDAR REVIEW & SCHEDULING/AGENDA**  
32 **REVIEW/SUGGESTION BOX/INTER-OFFICE MATTERS:** The Board discussed the Planning  
33 Commission interviews. Ms. Wujcik discussed a request from Ms. Kalkhoven, as Chair of the  
34 Futures Council, to reappoint Gene Norris and Shawn Reiersgaard. The Board agreed and the order  
35 would be on the agenda for February 25.  
36

37 Ms. Wujcik suggested the Board may want to move the March evening meeting from the 17th to the  
38 24th because of the Beach Management Plan hearings the evening of the 17th. There was Board  
39 consensus to do so. The Board scheduled performance evaluations form Mr. Robinson and Mr.  
40 West.  
41

42 **ITEM NO. 11: BOARD CONCERNS:** Commissioner Hurliman talked about the O&C settlement  
43 of a court case and the need to appoint "cooperators" locally to implement the settlement. He then

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1 discussed the revisions to the turbidity requirements that DEQ had proposed. He had concerns with  
2 these proposed revisions and the impacts on forest management.  
3

4 Commissioner Hurliman said Coos County Commissioner John Griffith wanted all coastal counties  
5 to withdraw from the Snowy Plover Advisory Committee. Commissioner Josi wanted to see  
6 Commissioner Griffith's letter. Chair Hanneman felt the Board needed to take a position on the  
7 matter. He would prepare a draft.  
8

9 Commissioner Hurliman noted that Rep. DeFazio was against the Healthy Forest Plan and that they  
10 should try to talk to him.  
11

12 **ITEM NO. 12: NON-AGENDA ITEMS & ANNOUNCEMENTS:** Commissioner Hurliman said  
13 he would be meeting with larger businesses in Clatsop and Tillamook counties regarding advocating  
14 for the safety net.  
15

16 Chair Hanneman noted that the County had received a tort claim notice from Mr. Greenwood.  
17

18 **ITEM NO. 13: PUBLIC COMMENT:** There were none.  
19

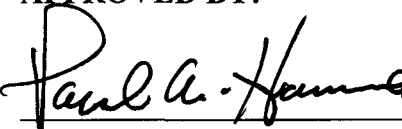


20 The Chair adjourned the meeting at 12:10 p.m.  
21

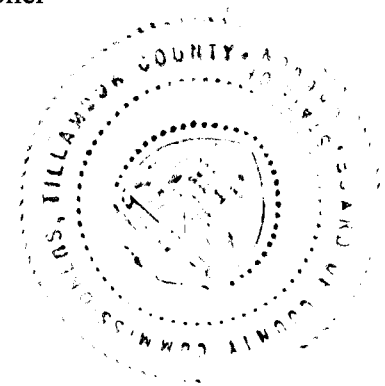
22 **RESPECTFULLY** submitted this 24 day of March, 2003.  
23

24 County Clerk: Tassi O'Neil  
25

26   
27  
28 Mary Wujcik, Recording Secretary  
29 & Special Deputy  
30

31 **APPROVED BY:**  
32

33   
34   
35   
36 Chairperson Vice Chairperson Commissioner  
37



**BOARD OF COMMISSIONERS'  
STAFF MEETING**

**Monday, February 23, 2004**

PLEASE PRINT CLEARLY

Name

Mailing Address

Item of Interest

Gus Meyer

On Record

General

JOHN GETTMAN

General

Bill Canfer

DeD

#5

John Roberson

TCHD

Health

Sara Charlton

Library

Arrow Suko

PW

#6

Tom Manning

Emerg. Mgt.

Emerg Mgt.

Craig Schwab

Pers.

Personnel

Tim Lutz

ASSESSOR

GIS Request

Charlie Anderson

PARKS

UP-COMING ISSUES

Shirley Kalkman

Budget @ -

(Please use reverse if necessary)

**CALL TO ORDER – February 23, 2004**

1. **9:00 a.m.** Public Comments – Non-Agenda Items – **REQUEST TO SIGN GUEST LIST**
2. Library Update & Collins Foundation Application/Sara Charlton
3. Miscellaneous Personnel Matters & Information Services Update/Craig Schwinck
  - a. Discussion Concerning Oregon Centralized Voter Registration System (OCVR)/Tassi O’Neil
4. Update on Healthy Families Program Transition and Other Commission on Children & Families Business/Marlene Putman
5. Community Development Update/Bill Campbell
6. Public Works Update/Aaron Suko
7. **10:30 a.m.** County Parks Department Update/Charles Anderson
8. Staff Update/Calendar Review & Scheduling/Agenda Review/Suggestion Box/Inter-Office Matters
9. **11:00 a.m.** Interviews for Position on Tillamook County Budget Committee
10. Management Analyst Update/Paul Levesque
11. Board Concerns - Review of Priorities for Congressional Appropriation Requests
12. Non Agenda Items & Announcements
13. Public Comment

**ADJOURNMENT**

At **1:00 p.m. on Wednesday, February 25**, the Commissioners will be interviewing applicants for the Tillamook County Planning Commission. The interviews will be held in the Commissioners’ Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

On **Wednesday, March 24**, the Commissioners will be holding their weekly Board Meeting at **6:30 p.m.** The meeting will be in the Commissioners Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.



2/23/2004

### Dept. of Community Development - Building Section

Week Ending	Plan Review	Structural Inspections	Mechanical Inspections	M.D. insp.	Mileage for str. Insp.	Electrical Inspections	Plumbing Inspections	Investigate Proj. check	Citations Issued	Stop Work Orders	Court Hours
01/02/04	7	29	5	0	740	10	12	0	0	0	0
01/09/04	16	39	11	0	657	29	13	0	0	0	0
01/16/04	9	48	13	3	925	39	25	1	0	0	0
01/23/03	10	59	20	0	970	40	23	0	0	0	0
01/30/04	6	65	15	1	1016	50	18	0	0	0	0
02/06/04	16	176	8	0	1338	34	22	1	0	0	0
02/13/04	6	72	23	4	1108	35	24	1	0	0	0
02/20/04	1	63	11	4	1100	36	21	0	0	0	0
<b>Total</b>											
<b>YTD</b>	71	551	106	12	7853	273	158	3	0	0	0
G:\Build\forms\Insp Log.xls											

For the week ending \_\_\_\_\_

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

Parks Department Update 2-23-04  
Anderson, Colonel of the Urinal, Ret.

A. Ordinance #43:

There is always a risk that any ordinance, when opened for amendments, will be challenged beyond the proposed changes. I have procrastinated making any Ordinance #43 changes, preferring to manage the discrepancies through existing language or frankly, bluffing our hand relative to some issues.

However, the time has come to address a couple of issues; one is the size and/or location of a campfire in a campsite. The State Fire Marshall is now requiring that campfires be restricted not only to designated camping areas but also to fire-rings having grates during the extreme stages of fire season. We have spent nearly \$80,000 over the past several months improving campsites and installing 450 grated steel sided fire rings in all our campgrounds. We now need to better define through the ordinance process how people are to use these new fire rings.

The other is the use of motor assisted scooters in county parks and the exceptions relative to handicap operators.

Since the ordinance is being opened other issues were also addressed. The proposed changes are high lighted with the deletions in [brackets] and the additions in **bold**.

B. Park Fee Schedule:

After the changes to Ordinance #43 have been finalized some language modifications within the use fee schedule, a separate BOC Order, will be need to be ordered to make the two documents compatible.

C. General Fund Budget:

I have visited with the Budget Director regarding keeping the FY '05 Parks' budget flat relative to O/M & Staffing costs with slight increases in hidden costs such as insurance, benefits, etc. As you proceed farther into the budget process the new director may want to adjust some budget lines.

D. Sinking Fund Budget:

As you are aware, the park sinking account contains funds generated from RV license fee collections. A percentage of which is distributed by established formula to Counties as dedicated for Park and Recreation purposes by the Oregon Legislature. The law says that RV License Funds are to be budgeted or be placed into a savings account to be budgeted for park usage at a later date. Therefore, the parks' sinking fund has cash carry forward capabilities and does not have an ending balance, which is unlike individual department budget lines. That is why the sinking fund is a separate Budget.

These funds are used by Tillamook County Parks to finance large Capital Outlays and Infrastructure Improvements without relaying on common tax dollars for monetary support. Sometimes we use these funds, where eligible, to match other funds to leverage outside monies to help with the project costs, while other times we use these funds out right to pay for projects that are not eligible for grant or other outside funds.

Currently, we have no Grant Contracts or Grant Funded Projects. Whomever succeeds me will have a clean slate from which to build, and substantial funds from which to work.

For the record, we have some upcoming projects that will need to be financed from this sinking fund. Some examples are:

1. The purchase and installation of a metal building that would be constructed over the existing maintenance shop and lean-to sheds. The project will cost ~\$45,000 and provide 6 major benefits:
  - A leak proof facility, or assuredly, less leaks than we now have.
  - A handicap accessible restroom which will augment public meeting amenities.
  - A larger and more private Administrative office.
  - An electronic work station area. Computers still can not clean restrooms but they are required tools to conduct business anymore.
  - An employee break-lunch room which can serve as a small meeting room.
  - Provide more covered work and storage space with easy internal access, eliminating the infernal, internal maze now in existence.
2. Expend ~\$30,000 purchasing two riding lawn tractors using the competitive bidding process.
3. We have ~\$10,000 worth of A/C paving and patching to complete at several parks before the upcoming camping season.

These three projects have funds available and would be great 'out-of-the-gate' projects for the new Park Director.

E. Good of the Order:

It has been a pleasure working with this Board of Commissioners. I would hope your rapport with the new Park Director is harmonious also.

**Tillamook County**  
**Department of Emergency Management**  
**February Monthly Recap**

**I. Preparedness**

- A. Updating interagency agreements between Barney Reservoir Joint Operators Commission and Tillamook County Emergency Management.
- B. Planning assistance with McMinnville Water and Light over the McGuire Reservoir.
- C. Planning assistance with FY 2004 State Homeland Security Program & Law Enforcement Terrorism Prevention Grant.
- D. Writing and planning for the Citizen Corps Grant from the Office of Domestic Preparedness.
- E. Planning and preparing for our Tsunami Warning and all Dam Failure Siren Testing on February 27, 2004.
- F. Attended Oregon Emergency Management Association Meeting and reported on State ARRES and RACES emergency communications.
- G. Attended AREES quarterly meeting and reported OEMA outcome.
- H. Installed the new NOAA weather radio transmitter on Mt. Hebo 162.525 MHz.
- I. Installed new alert and warning system countywide, converting over all warning sirens onto our new assigned frequency.
- J. Constructed a new generator building at the Fair grounds for the donated generator.

**II. Mitigation**

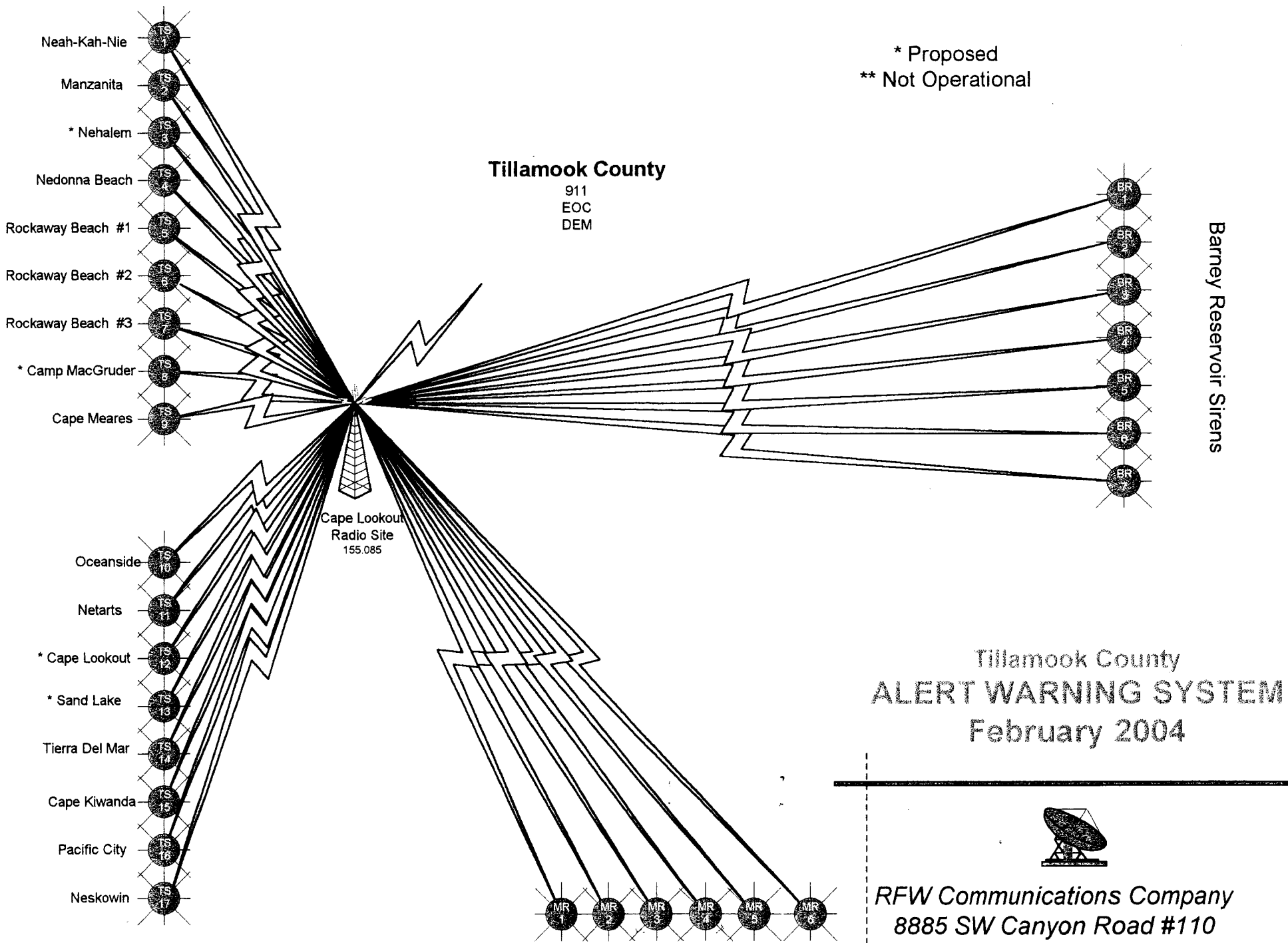
- A. Planning assistance for the 2020 Mitigation Plan
- B. Coordination and planning assistance with the US Army Corps of Engineers for requesting Shilo Levee evaluation.

**III. Response**

- A. Prepared an initial Damage Assessment for State Office of Emergency Management for the December 27-January 12 time frame to request public assistance under a Presidential Declaration.
- B. Responded to 6 Hazmat Incidents, 2 radio site problems 4 High Wind Warnings, and 1 Flood Warning. For a total of 13 emergency incidents during the month of February.

**IV. Recovery**

Collecting Damage totals for our Declared Disaster Declaration for Public Assistance.





**Department of Homeland Security Office for Domestic  
Preparedness  
FY 2004 Citizen Corps Grant Application**

**COVER SHEET**

Programs Applying For: **Citizen Corps**

Administering agency: Tillamook County Emergency Management

Collaborating agencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program Purpose/Name: Tillamook County CERT Program and Community Alert System

Citizen Corps Funds Requested: \$ 49,662.00

Program start date: 03 / 01 / 2004

Program end date: 11 / 30 / 2005

Program Agency: Tillamook County Emergency Management

Address: 5995 Long Prairie Road

Tillamook, OR 97141  
\_\_\_\_\_

Telephone number: (503 ) 842-3412

Program Director/Phone number: Thomas E. Manning / (503 ) 842-3412

E-mail tmanning@co.tillamook.or.us Fax number: (503 ) 815-3195

Program Contact/Phone number: Thomas E. Manning / ( )

E-mail \_\_\_\_\_ Fax number: ( )

Fiscal Contact/Phone number: Joanne Spencer / (503 ) 815-3338

Administering Agency Federal Tax Identification Number: 93-6002312

Authorized official for the applicant agency: Thomas E. Manning

Signature of authorized official: \_\_\_\_\_

**Attachment A**  
**Program Narrative**

Tillamook County is a rural coastal community and geographically isolated from most of our State and Federal resources that are regionally based in larger communities.

Tillamook County has identified a real need to develop and recruit a volunteer citizen's cadre to enable us to respond and recover from any natural, technological or terrorist incident. Based on our threat assessment and vulnerability the following volunteer program has been identified to assist our community in having the capability to respond during an emergency or disaster.

The Tillamook County Department of Emergency Management needs a Community Emergency Response Team (CERT) to implement our County Emergency Operations Plan. Volunteers play a primary role in our Emergency response and recovery operations.

The Citizen Corps Grant will provide the necessary funding to organize and establish a Citizen Corps Council that will develop a countywide volunteer service organization that is outlined in our Emergency Operations Plan. The Citizen Corps Council will provide training and limited equipment so the County can have capability to respond to and recover from an emergency or disaster. This program will be an investment for our future in Tillamook County and will engage our citizens that are desirous to serve our community and nation in our time of need.

The funds from this grant will be used to develop our CERT program, recruiting and training volunteers along with assigning responsibilities to our CERT in our local



communities. This program would also fund two radio repeaters that are both wide and narrow band P.25 compliant. These will be used to provide essential communications on a countywide basis for our Emergency Operations Center and to maintain command and control for our Countywide deployed CERT units. Emergency Management believes this approach is more cost effective than purchasing individual radios for team members. The radio repeaters can be used on our FCC licensed County Emergency Management frequencies, or the repeater system can be remotely changed over to amateur radio service band depending on the type of incident. Additionally, this communications system can be used as a back up for our primary public safety radio systems, if it fails or is compromised. The RELM V series Radio Repeater System with remote control linking will be an important element of our Community Alert and Response System. This will provide a clear channel for command and control of our volunteer resources, and is an essential part of our County CERT Program.

The Program elements are defined as follows:

- 1) Recruiting
- 2) Training/exercise
- 3) Equipment purchase

**Recruiting:**

Tillamook County Emergency Management will organize a recruitment strategy that provides screening, assessing and registering this cadre with State Office of Emergency Management as required under ORS 401.356.

**Training/Exercise:**

Tillamook Emergency management will coordinate and facilitate CERT training and local volunteer training as outlined in our Emergency Operations Plan. The CERT program will also be tested through exercise and evaluation.

**Equipment:**

The purchase of 2 radio repeaters, antennas, feed lines and a control linking system. The purchase of 50 hard hats, 50 pair of gloves, 50 dust masks and 50 CERT shirts.

The program will be initiated and closed during the grant period of March 1, 2004 through September 30, 2005. Tillamook County currently has significant shortfalls for staffing our Emergency Operations Center, shelter locations and assisting local communities during declared emergencies and disasters. Additional shortfalls are also identified in training and equipping our volunteers. The County has restricted the Department of Emergency Management this year and reduced full time staffing by 50% due to budget concerns.

The proposed process will enable The Department of Emergency Management to fulfill our staffing requirements and will better prepare our community for responding to and recovering from an emergency or disaster.

The Department of Emergency Management will coordinate and implement the proposed work plan with community support to reach our desired outcome of this program.

**Goals, Objectives and Performance Measures:**

**Goals:**

To increase the number of trained and equipped CERT Members in our community. To purchase and install two new radio repeaters that will provide reliable command and control communications with CERT and our volunteer organizations.

**Objectives:**

Recruit, train, equip 40 new CERT members and purchase and install new radio equipment that will provide 80% coverage in our community.

**Performance Measure:**

Establish advertisement and recruitment opportunities. Screen and recruit 40 new members from our community. Train the new recruits through our CERT Training Academy. Purchase materials for our new recruits and issue certificates of completion for new members. Purchase radios repeaters and associated equipment.

**Implementation and Evaluation Plan:**

Tillamook Emergency Management agency will provide a program implementation plan that identifies milestones of significant tasks, a timeline for implementation, and a method of evaluating whether program goals and objectives have been met. Tillamook County and State Office of Emergency Management will work closely and State OEM will evaluate program progress based on the goals, objectives, performance measures, and implementation and evaluation plan reported in these sections on a semi-annual basis.

**The implementation plan provides a time line for milestones and significant tasks.**

- A. Organize a CERT Council and develop a countywide CERT plan.
- B. Recruitment, screening and purchase of personal equipment.
- C. Begin CERT Training and complete training program.
- D. Issue Certificates and register with State OEM as required under ORS 401.
- E. Purchase and install radio equipment
- F. Assign equipment and hold CERT exercise.
- G. Update plan and program before submitting to State OEM.

**Timeline for implementation:**

1. Semi-Annual Report 1 (March 1, 2004 – June 30, 2004)  
Complete A, B, C, D and E
2. Semi-Annual Report 2 (July 1, 2004 – December 31, 2004)  
Complete F and G.

**Budget Narrative:**

Tillamook County Department of Emergency Management will serve as the Program Director and Coordinator for the development and implementation of our approved work plan. The Citizen Corps Grant will be administered by the Director of the Tillamook Department of Emergency Management and assisted by our Department Accountant. No other federal funds will be used to implement this program and planning functions will not be charged to this program.

Equipment purchases will be in accordance to State and local requirements and when possible will be purchased off the negotiated State contracts or the Western States Purchasing Agreements.

Training and exercise will be reasonable costs necessary to meet our local and State requirements and in accordance with Grant requirements.

A budget quarterly report will accompany the program quarterly report, and we will request for reimbursement for actual expenses with support documentation and only items that are listed in our approved work plan.

**Budget:**

<b>Item Name</b>	<b>Number Needed</b>	<b>Cost Each</b>	<b>Total Cost</b>
Gloves	50	\$5.00	\$125
Hard Hats	50	\$20.00	\$1,000
Dust Masks	50	\$2.75	\$137
Shirts CERT	50	\$20.00	\$1,000
Relm Radio Repeaters	2	\$17,000	\$34,000
Antenna	2	\$1,200	\$2,400
Feedline	2	\$1,000	\$2,000
Training/Exercise	50	\$150.00	\$7,500
Recruitment/Adver.			\$1,500
			<b>Total: \$49,662.00</b>

**Radio Equipment State Compliant:**

As required by the State Interoperability Executive Council Grant Review Criteria, the radio equipment specified in our proposal meets or exceeds the SIEC requirements.

## Radio Specifications

## NTIA Standards

Manufacturer	Relm		
Model	V Series		
Radio Type	Base		
Wideband Compliant			
Narrowband Compliant			
P-25 Capable			
Freq Stability	0.1 PPM		Minimum 5.0 PPM WB 2.5 PPM NB
TX Unwanted Emissions WB	- 86 dB		29 [OC] (F-11) or 50 whichever is less
TX Unwanted Emissions NB	- 86 dB		50 - 10 [OC] (F-2) or 70 whichever is less
RX Selectivity WB	- 80 dB		-80 dB Base Mobile -70 dB Portable
RX Selectivity NB	- 70 dB		-70 dB Base Mobile -60 dB Portable
RX Intermod Rejection WB	- 80 dB		-70 dB Base Mobile -50 dB Portable
RX Intermod Rejection NB	- 80 dB		-70 dB Base Mobile -50 dB Portable
RX Spurious Rejection WB	- 90 dB		-85 dB Base Mobile -60 dB Portable
RX Spurious Rejection NB	- 90 dB		-70 dB Base Mobile -60 dB Portable
RX Unwanted Emissions WB			-50 dBm Base Mobile Portable
RX Unwanted Emissions NB			-57 dBm Base Mobile Portable
Remarks	P25 Repeater/Base		

**Note: This information was obtained from many sources, including manufacturer's data sheets, manuals and web pages. It may or may not be current, as Manufacturers commonly change specifications without notice. We would appreciate notification of changes or any updates you may have to these specifications - please click [here](#) to send us an email.**

Grant Application Proposal:

For additional information or clarification please contact The Tillamook County Director of Emergency Management at (503) 815-3157 or (503) 842-3412.

Director Thomas E. Manning CEM, OCEMS

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