



Board of Commissioners' Administrative Meeting June 20, 2023 ~ 3:00pm ~ Room 214

6/20/2023 - Minutes

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [Www.klamathcounty.org](http://www.klamathcounty.org)

2. Call To Order & Those Present

Commissioner Henslee, Commissioner Minty, Commissioner DeGroot; Haley Huffman / Admin Staff; Amanda Van Riper / Human Resources; Jeremy Morris / Public Works; Jennifer Little, Tyler Otterson, Miranda Hill / Public Health; Chris Kaber / Sheriff; Vickie Noel, Natalie Parker / Finance; Rick Vaughn / Tax Collector, Property Sales; Marc Henderson / Public Health.

3. Approve Minutes From Last Meeting

Approved.

4. Amanda Van Riper - Human Resources

1. Department Request - Public Works Remote Position

Amanda Van Riper and Jeremy Morris address the Board. Commissioner Henslee motions. Commissioner Minty seconds. Unanimous vote. Approved.

2. Exception To Policy Request - Assessors Hire

Amanda Van Riper addresses the Board. Commissioner DeGroot motions. Commissioner Minty seconds. Unanimous vote. Approved.

5. Jennifer Little - Public Health

1. Emergency Support Function 8

Jennifer Little and Tyler Otterson address the Board regarding the department's Emergency Operations Plan. The Support Function 8 is the health and medical function plan that shows how Public Health coordinates with local agencies and partners during an emergency. Ms. Little and Mr. Otterson

ask for the Board's approval of the plan. Commissioner DeGroot motions to approve the Public Health and Medical Services Emergency Support Function 8 plan as presented. Commissioner Henslee seconds. Unanimous vote. Approved.

2. Update On TRL Definition Of A Retailer

Jennifer Little and Miranda Hill address the Board regarding the definition of a retailer pertaining to the tobacco retail license. Ms. Little would like to update the definition in the ordinance. The Board agreed by consensus to update the definition in the ordinance and on the application.

6. Jessica Chastain - Information Technology

1. Approval For Exception To Insurance Limits

Jessica Chastain addresses the Board regarding a contract with Microsoft to request approval for an exception to our contract insurance limits to aggregate insurance limits of 1 million per incident. The Board was in agreement to proceed with the lower insurance limits.

~~**7. Melina Johnson - District Attorney's Office**~~

~~**1. Discuss Contract With Roe Review**~~

8. Natalie Parker - Grant Administrator

1. Update On Fire Marshall Grant

Natalie Parker addresses the Board regarding two grants one for \$355,000 for a wood chipper program and \$65,000 for a trailer chain safety program. There is a 10% admin fee allowed. It can be pushed through to another entity, but the County would be fiscally responsible. The grant is due tomorrow.

Commissioner DeGroot said, I've had some conversations with Fire District 1 and I believe they are willing and able to administer the program. Sheriff Kaber said, I spoke to Randall Baley, he is the President of the Klamath County Fire Prevention Co-Op and he would support being a subrecipient as well. The Board was in agreement to accept the grant, manage it out of the Grant Manager's office and work on the sub recipients. Commissioner DeGroot motions to approve the agreement with the Office of the State Fire Marshall for project one wood chipper program for \$355,000.00 and project two trailer chain safety spark prevention for \$60,000 and authorize the Chair to sign for a fiscal impact of \$415,000.00 and work with the Grants Manager to locate subrecipients minus appropriate Administrative fees to carryout all work on the grants. Commissioner Minty seconds. Unanimous vote. Approved.

9. BOCC

1. Emergency Management Discussion Follow Up

Amanda Van Riper, Vickie Noel, and Jessica Chastain address the Board.

Ms. Van Riper said, this morning we met to discuss status. The Emergency Manager is currently out of the office so we are stepping in to provide OEM with the information available to us. We went line by line through the letter and each agreed we would take certain tasks. Counsel's Office is assisting us with getting IGA's drafted to the agencies that we distributed money to. Ms. Noel said, we will be able to make the July 15 deadline, I don't think we're going to get all the money awarded to us. There are plans that we have no idea what they were. Commissioner DeGroot asks, what do you think we'll be shy? Ms. Noel said, I would say we'll get about 2/3. My idea is we take his budget for revenues, figure out the percentage for each grant and then say these office supplies, 30%, 20% go here, but we don't know if they'll accept that yet. Ms. Noel said, we're looking at about a \$150,000 impact if we get nothing. I think we're looking at \$75,000-\$80,000 more on top of the amount we didn't get from 21-22. Commissioner DeGroot asks, which was? Ms. Noel said, it was \$90,000 we're down to \$44,000. Commissioner Henslee said, thank you for your hard work. Put your heads together and see what we can accurately and honestly claim, we are going to take a hit in that department. There needs to be another conversation to make sure this never happens again.



Commissioner DeGroot asks if the team has everything they need. Ms. Van Riper said, they'd like to have the laptop. Sheriff Kaber said, I can work on getting the laptop back. As far as the three employees, one is on vacation for a couple weeks, one is a 25 hour a week employee and he will be my go-to person if there is an emergency. The other employee has been told by me, that I want him coming to the office everyday, keeping the lights on so that if anything is needed, they will do their best. I also asked them to record and track every minute of everything they do in a notebook. Commissioner Henslee said, since the Emergency Manager isn't at work right now, I'd like to make a motion that Emergency Management is removed from the Sheriff's Office and placed under the Commissioners so we can ensure this process gets done. Commissioner DeGroot seconds. Commissioner Minty asks, would this be temporary? Commissioner Henslee said, no, until we move in another direction. Commissioner Minty asks, what do you think about that Sheriff? Sheriff Kaber expresses concerns about the supervision of the current employees and concerns if there were an actual emergency. Unanimous vote. Approved. Commissioner DeGroot motions that the Chair be the liaison to Emergency Management. Commissioner Minty seconds. Unanimous vote. Approved. Human Resources will notify the Emergency Management employees.

2. Proposed Ordinance 96.0

Commissioner Henslee said, I spent quite a bit of time looking through the proposed ordinance. Marc Henderson addresses the Board to discuss the ordinance. The Board was in agreement to move forward with the suggested changes on the ordinance.

10. Adjournment

3:52pm

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org