



**CURRY COUNTY
BOARD OF COMMISSIONERS**

94235 Moore Street
Gold Beach, Oregon

(541) 247-3296

BOC_Office@co.curry.or.us

www.co.curry.or.us

**AGENDA
BUSINESS MEETING**

October 4, 2023

9:00 a.m.

Items may be taken out of sequence to accommodate staff availability and the public.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. AMENDMENT AND APPROVAL OF THE AGENDA

3. SERVICE AWARDS

A. Deputy King & Corrections Sargeant Krohn – Years of Service

4. PUBLIC COMMENTS

To make a public comment, please submit a Speaker's Slip to the Chair prior to the start of the meeting, or email public comments during the meeting to BOC_Office@co.curry.or.us. Public comments are limited to three (3) minutes per speaker.

5. CONSENT AGENDA

- A. Approve Minutes for Emergency Meeting on September 19, 2023
- B. Approve Minutes for Business Meeting on September 20, 2023
- C. Approve Minutes for BOC-DCO Meeting on August 31, 2023
- D. Approve Minutes for BOC-DCO Meeting on September 7, 2023
- E. Approve Minutes for BOC-DCO Meeting on September 15, 2023
- F. Approve Minutes for BOC-DCO Meeting on September 21, 2023
- G. Approve Deputy IT Director Job Description
- H. Approve Promotion – R. Carpenter
- I. Approve Promotion – W. Robbins
- J. Approve contract with Advanced Automatic Doors – Courthouse
- K. Approve Resolution ending Local Emergency – Anvil Fire
- L. Approve Agreement with LCOG – Financial Services
- M. Approve Letter to ODFW

6. DISCUSSION/ACTION ITEMS

- A. Appoint Representative to BOEM Intergovernmental Energy Task Force
 - i. Order
- B. Dissolution of Code Enforcement & Reassignment of Positions
 - i. Order
 - ii. Job Description – CRO
 - iii. Job Description – CEO
- C. Fair Board Appointment
 - i. Order
 - ii. I. Swank Application
 - iii. A. Gaddis-Parker Application
 - iv. C. Harwell Application
- D. Agenda Item Policy Amendment
 - i. Order
 - ii. Updated Agenda Item Policy
- E. Cooperative Services Agreement with Department of Agriculture
 - i. Order
 - ii. Cooperative Services Agreement

7. ELECTED OFFICIAL UPDATES

8. COMMISSIONER UPDATES

- A. Commissioner Alcorn
- B. Commissioner Herzog
- C. Commissioner Trost

9. EXECUTIVE SESSION

- A. 192.660(2)(b)

10. OTHER

ORS 192.640(1) provides that “... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”

11. ADJOURN

*Meetings are broadcast on Time Warner Channel 182 and YouTube – Curry County Civic TV.
To make a public comment, please submit a Speaker’s Slip to the Chair prior to the start of the meeting,
or email public comments during the meeting to BOC_Office@co.curry.or.us.
Auxiliary aids will be provided upon request with 48-hour advance notification.*



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Years of Service Awards - Dep. King and Sgt. Krohn	
Time Needed:		
5 minutes		
Financial Impact:	Description and Background:	
N/A	Sheriff Ward will be presenting Deputy King and Corrections Sgt. Krohn with certificates recognizing their years of service to the citizens of Curry County.	
Category:		
<input type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input checked="" type="checkbox"/> Presentation		
Requested Motion:		
N/A		
Attachments:	Instructions Once Approved:	
1. 2. 3. 4. 5.	No further action needed.	
Contact Person – Name and Department:		Date Submitted:
DJ Storns at Sheriff's Office ext. 3322 or Sheriff Ward ext. 3221		9/25/23



CURRY COUNTY BOARD OF COMMISSIONERS

Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

EMERGENCY MEETING MINUTES

September 19, 2023

Please note: For detailed information on any agenda item refer to Audio/Video.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order 3:00 p.m.; present were Chair John Herzog, Vice Chair Brad Alcorn, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

2. DISCUSSION/ACTION ITEMS

A. Declare Local Emergency

Alcron motioned to approve Resolution declaring a local emergency for the Anvil Fire. Trost seconded. Motion carried unanimously.

3. OTHER *(ORS 192.640(1) "... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.")*

4. ADJOURN

Chair Herzog adjourned the meeting at 3:04 p.m.

Dated this 4th day of October, 2023

John Herzog, Chair

Brad Alcorn, Vice Chair

Jay Trost, Commissioner

Minutes prepared by Natasha Tippetts, Administrative Assistant



CURRY COUNTY BOARD OF COMMISSIONERS

Port Orford, Library
1421 Oregon Street, Port Orford, Oregon
www.co.curry.or.us

BUSINESS MEETING MINUTES

September 20, 2023

Please note: For detailed information on any agenda item refer to Audio/Video.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order 6:00 p.m.; present were Chair John Herzog, Vice Chair Brad Alcorn, and Commissioner Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald, Counsel Assistant Rabiah Lee, and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

2. AMENDMENT AND APPROVAL OF THE AGENDA

Trost motioned to approve the agenda as amended. Alcorn seconded. Motion carried unanimously.

3. PUBLIC COMMENTS

- Bryan Thompson – Provided information on local park project
- Richard Miller – Provided opinion on Airport Road clear cut
- Joy May – Expressed gratitude for change in time and locations of meetings
- Ashley Moore – Provided opinion on Airport Road clear cut
- Linda Tarr – Provided opinion on Airport Road clear cut
- Jim Haley – Provided opinion on Anvil Fire and further procedures

4. CONSENT AGENDA

- A. Approve Minutes for Business Meeting on September 6, 2023
- B. Approve Minutes for Emergency Meeting on September 15, 2023
- C. Approve Purchase of Solartech Message Boards
- D. Amend Agenda Procedures
- E. Transfer Employee – L. Akbar
- F. Transfer Vehicle – Sheriff to Emergency Management

Trost motioned to approve the consent calendar as amended. Alcorn seconded. Motion carried unanimously.

5. DISCUSSION/ACTION ITEMS

A. Discussion on Airport Road Property – Timber Project

Commissioners and Counsel discussed. Input from several members of the crowd was received.

B. Discussion on Port Orford Transfer Station

Commissioners discussed and instructed Counsel to begin a dialogue with CTR in regards to the Transfer Station structure.

C. Discussion on BOEM Wind Energy Public Comment

Commissioners instructed Counsel to draft letter that signifies their disapproval of the project progressing.

D. Update on Anvil Fire

Commissioner Alcorn provided brief update on the current status of the Anvil Fire.

Commissioner Alcorn requested other Commissioners to sign a letter that was drafted to the Commissioners of Jackson County recognizing Bob Noyes for his assistance in GIS mapping with the Anvil Fire.

6. ELECTED OFFICIAL UPDATES

None

7. COMMISSIONER UPDATES

A. Commissioner Alcorn:

Provided information on the current job opening as a Community Resource Officer.

B. Commissioner Herzog:

Expressed gratitude on the attendance from the community members.

C. Provided information from a District 4 AOC meeting in regards to a risk wildland map.

8. OTHER *(ORS 192.640(1) "... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.")*

10. ADJOURN

Chair Herzog adjourned the meeting at 8:45 p.m.

Dated this 4th day of October, 2023

John Herzog, Chair

Brad Alcorn, Vice Chair

Jay Trost, Commissioner

Minutes prepared by Natasha Tippetts, Administrative Assistant



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MINUTES

BOC – DCO MEETING

August 31, 2023

11:30 a.m.

The meeting was called to order at 11:32 a.m.

Human Resources Update

Director Fitzgerald gave a brief update on the Salary Study and point factor study from LGPS. A discussion was held between the Commissioners regarding the next steps once the studies have been completed.

Southwestern Workforce Investment Board Resources

Commissioner Trost discussed potential available resources from SOWIB.

Commissioner Updates

The Commissioners collaborated on general priorities including an employee orientation manual, animal control code, the fairgrounds greenhouse project, and the potential law enforcement levy.

The Meeting was adjourned at 12:32 p.m.



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MINUTES

BOC – DCO MEETING

September 7, 2023

11:00 a.m.

The meeting was called to order at 11:00 a.m.

Future of County Parks

Wendy Lang, Parks Director, gave a history of County Parks administration and a current status of Parks including improvements made this season. Discussion regarding the potential of McVay Park.

Animal Shelter Agreement

Director Fitzgerald began a discussion regarding the customer service aspect of Animal Control, and how best to proceed with the Animal Control County Code provisions.

Fairgrounds Use of TLT Capital Improvement Funds

A brief discussion regarding the Fairground's use of funds previously earmarked for capital improvement use, and the recent (July) changes to the provisions of County Code relating to TLT funds.

County Finances and Distribution of Grant Funds

Discussion was held regarding the County's receipt of funds, Finance and Treasurer's Offices requirements, and grant funding, as well as steps that must be taken in order to ensure accountability.

Commissioner Updates

Commissioner Alcorn discussed Sheriff's Office staff leaving the County due to lack of housing.

Commissioners discussed the recent Board Meeting held in Brookings, as well as the upcoming Workshop in Brookings.



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MINUTES

BOC – DCO MEETING

September 15, 2023

11:00 a.m.

The meeting was called to order at 11:12 a.m.

Opioid Settlement Funding

Commissioner Alcorn described the current situation of opioid settlement funding and potential restrictions. Treasurer Barnes and the Commissioners discussed the use of funds for an addiction and prevention position, as well as discussions had by the previous Board of Commissioners. Discussion regarding advertisement of a position. Commissioner Trost will make calls about this subject and present his findings at the next BOC-DCO Meeting. Treasurer Barnes will put together a list of restrictions and guidance on the use of funds. No Motion was made.

Reorganization of Finance Department

Director Fitzgerald gave an update on the departure of the current Finance Director and the potential availability of prior Finance Department employees to assist in the meantime. Additionally, LCOG may be able to assist with the transitional period in between Finance Directors. Director Fitzgerald will focus on a temporary fix for now, and will investigate the differences between private and municipal finance. Additionally, there may be a possibility of collaboration between the County and the City of Gold Beach.

Business Meeting Times and Locations

The Commissioners discussed optimal meeting locations and times to better serve the needs of the public. Treasurer Barnes gave a history on prior North County meetings. Commissioner Trost stated that there may be a conflict on some Wednesday evenings for him. Potential Thursday meetings will be considered at a later date.

Commissioner Updates

Commissioner Trost gave a lengthy update regarding the September 14th Workshop as well as his subsequent discussions with the Adapt CEO, Mr. Brigham.

Commissioner Herzog gave an update on prior Commissioner Paasch's request for reimbursement of incidental costs incurred in the expectation of being able to rent the Fairgrounds facilities.

Commissioner Alcorn gave an update on the Anvil fire, its growth, and the potential forecast in the next week.

The meeting was adjourned at 12:56 p.m.



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MINUTES

BOC – DCO MEETING

September 21, 2023

3:00 p.m.

The meeting was called to order at 3:02 p.m.

Update on AOC District 4 Meeting

Commissioner Trost gave a brief summary on the September 18th AOC District 4 meeting, the fire hazard maps presented, and the potential impacts of Senate Bill 762.

Old Business Follow-Up

Discussion regarding the CRO position recently posted, and the marketing efforts made for that job description. Additionally, the Building and Planning Code Enforcement position must be discussed with the proposed supervisor in Community Development prior to its initiation. Director Fitzgerald will discuss this with the Building Official next week. Commissioner Trost gave an update on the proposed Parks structure as to work sharing with Facilities and Maintenance, as necessary. Director Fitzgerald stated that LCOG may be able to assist with Curry County Finances, and will be meeting with them in the near future. Discussion regarding looking at potential models for Public Works throughout Oregon counties. Commissioner Trost suggested planning local town halls on a schedule – potentially twice a year in Port Orford and Brookings.

Commissioner Updates

Commissioner Alcorn gave a brief update on the Anvil fire, its growth, and the potential forecast in the next week.

The meeting was adjourned at 3:48 p.m.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Adoption of a Position Description for a New Position (Deputy IT Director)	
Time Needed:		
N/A		
Financial Impact:	Description and Background:	
Budgeted impact (IT)	This position is the secondary position in the IT Department and will be supervised by the IT Director.	
Category:		
<input type="checkbox"/> Action/Discussion		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Adopt the Position Description for the Deputy IT Director.		
Attachments:	Instructions Once Approved:	
1. Order	File Order with County Clerk.	
2. Job Description - DID	Instruct Human Resources to advertise position.	
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/25/23

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a)
Position Description for a New Position) ORDER NO. _____
(Deputy IT Director))**

WHEREAS, it is the recommendation of Philip W. Dickson, IT Director, that the attached position description be adopted for the following position:

Deputy IT Director	T
Position Title	Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above-stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the above stated position, which description is attached hereto and incorporated herein by reference, is adopted.

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

John Herzog, Chair

Brad Alcorn, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy IT Director

EXEMPT: Yes

SALARY LEVEL: T

SUPERVISOR: IT Director

PREPARED BY: Director of County Operations

September 2023

POSITION SUMMARY:

The primary role of the IT Deputy Director is to ensure effective operations and services throughout the County IT systems. This is a hands-on position, with the Deputy Director managing the IT Service Desk and IT operations as assigned by the IT Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acts as primary technical lead person for the County's IT service desk functions. Provides technical expertise by maintaining a current knowledge of the County's hardware and software environment.

Analyzes and develops policies and procedures that outline how problems are identified, documented, assigned, and corrected. Monitors the status, performance and quality of ongoing and in-progress projects, systems and services. In conjunction with the IT Director, facilitates the procurement of hardware, systems software, and application software.

Conducts research on emerging products, services, protocols and standards in support of service desk technology procurement and development efforts. Liaises with vendors for the procurement of new systems technologies, oversees installation, and resolves adaptation issues. Works with members, vendors, consultants, and contractors, to understand priorities and set the right expectations for deadlines and status reporting.

Provides technical advice and assistance to County staff regarding technology infrastructure options and services issues. Acts as a resource to County staff. Provides end user support for Windows and PC based applications.

Assists in the preparation of program budgets based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Responsible for planning and scheduling the successful deployment of technology projects in conjunction with the IT Director by ensuring that technical designs are understood, tested, and implemented correctly.

Provides systems support for building and installing physical and virtual servers, configuring peripherals, services, settings, directories and storage, deploying security updates and patching, provisioning, performing network assessments, analyzing network traffic, maintaining Active Directory and 365 mail systems, performing backup services, and deploying group policies in accordance with industry standards and project/operational requirements.

Troubleshoot and maintain computer equipment and software as needed for all departments.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of hardware capabilities and a wide variety of software applications, including the use of microcomputers and linked systems.

Considerable knowledge of methods, practices and techniques related to application support.

Experience with desktop and server operating systems

Working knowledge of a range of diagnostic utilities.

Ability to communicate effectively with other employees uses tact, courtesy, and good judgment. Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain user needs.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to understand and utilize complex data processing programs and systems.

Ability to estimate time required for projects. Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors, and representatives of other agencies.

Ability to physically perform assigned duties.

Provides back- up support to other positions in case of absence or work overload.

May provide guidance, assistance, and training to information services and other staff.

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Capability to handle complex personal interactions.

Performs other duties as assigned.

SUPERVISION RECEIVED:

This position works under the supervision of the IT Director, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class, however, supervisory duties may be assigned upon the growth of the Department.

QUALIFICATION REQUIREMENTS:

Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within Curry County.

Must be able to pass a criminal background check and be able to obtain CJIS clearance.

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or equivalent, a Bachelor's degree in computer science or related field, and three years of progressively responsible experience in providing IT Services, or any combination of education and experience that would provide the applicant with the required knowledge, skills, and ability to perform the job.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves prolonged periods sitting at a desk and working on a computer. Ability to lift and move printers, computers and monitors (approximately 50 lbs). Position requires driving to other locations from time to time.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
October 4, 2023		Promotion of an Employee – R Carpenter	
Time Needed:			
2 minutes			
Financial Impact:		Description and Background:	
n/a		This order would promote Randy Carpenter to the vacant	
Category:		position of Road Maintenance and Construction Worker II. He has been	
<input type="checkbox"/> Action/Discussion		an employee of the Road Department since 2/8/2022.	
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Approve the promotion of Randy Carpenter to the position of Road Maintenance and Construction Worker II			
Attachments:		Instructions Once Approved:	
1. Order		File with the Clerk's Office	
2. Description			
3.			
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Julie Swift – Payroll & HR		September 27, 2023	

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of the Promotion of an)
Employee) ORDER NO. _____

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Randy Carpenter, currently a Road Maintenance and Construction Worker I, Salary Range B, Step 2, at \$18.91/hour, be promoted to the position of Road Maintenance and construction Worker II, Salary Range C, Step 1, at \$20.25/hour.

The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of October 8, 2023.

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

John Herzog, Chair

Brad Alcorn, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Maintenance and Construction Worker II

EXEMPT:	No	
SALARY LEVEL:	Range Road - C	
SUPERVISOR:	Maintenance and Construction Foreman	
PREPARED BY:	Road Master	June 2023

GENERAL POSITION SUMMARY:

Performs a variety of skilled manual tasks and operates light and medium sized equipment requiring journeyman level skills in the general construction and maintenance of county roads, bridges and related facilities.

This classification is distinguished from lower classifications by more regular operation of medium sized equipment requiring more experience and training (operates all but the most specialized equipment) and by less involvement in the less skilled manual tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates 5 and 10-12 yard dump trucks with a variety of trailers, front wheel loaders, rollers (pneumatic, double and single drum vibratory), backhoe, brushcutter, water tankers, vac truck, road sweeper, machine sweeping equipment, and truck mounted snow plow; installs sander attachment into plow and sanding.
2. Performs manual labor associated with building fences, cleaning culverts, traffic control, pot hole patching, bridge repair, tree trimming, brush cutting, etc. 24/7 availability.
3. Occasionally operates or assists in the operation of more specialized or complex heavy equipment for training purposes. In the absence of a regular equipment operator, may operate heavy equipment once the proper operating procedures have been learned.
4. Provides mowing basic repairs/maintenance, changing knives and general housekeeping to keep clean.
5. Installs and maintains tirbity fence; maintains guardrails, cleans bridges, and seals cracks.

6. Assists Code Enforcement and Law Enforcement during call outs, supplying flagging, pilot if needed and signs.
7. Supports emergency storm response; sets up and records Traffic Counter as needed.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Based on experience and proficiency, employees in this classification may give some directions to employees in a lower classification when working in a crew.

QUALIFICATION REQUIREMENTS:

Same as lower class Maintenance and Construction Worker I, plus the following:

Knowledge of . . .

- The appropriate tools, equipment, materials and procedures used in road construction and maintenance (i.e. calculations for concrete usage, rock, asphalt and elevations).
- The rules of safe operation of equipment used by this classification and the precautions to be taken to avoid accidents

Ability to . . .

- Learn the safe and efficient operation of heavy and specialized equipment such as grader, dozer, oil distributor, excavator and “vactor” truck
- Provide minimal direction to a small group of employees on a specific job
- Establish and maintain effective working relationships with other employees and the public
- Understand and follow oral and written instructions

Skill in . . .

- The efficient operation of 5 and 10-12 cubic yard dump trucks with trailers, front wheel loaders, rollers, backhoe, brush cutter, water tankers, and “vactor” trucks
- NIMS Emergency Management training
- First Aid
- Chainsaw operation

EDUCATION AND/OR EXPERIENCE:

High School Diploma or Equivalent. Minimum of one year of experience in general highway maintenance and construction work including the operation of light and medium construction equipment; sufficient education to insure the ability to read and write or any satisfactory

equivalent combination of experience and training which demonstrates the ability to perform the duties.

Requires possession of a valid Class A Oregon Commercial Drivers License (CDL) with tank endorsement.

Requires possession of a current certificate of completion of the ODOT Work Zone Traffic Control Course (Flagger Card).

Required Continuing Education:

- ODOT Fuel Dispensing Training
- Annual Flagger Certification
- Annual Chainsaw Certification
- NIMS (Emergency Management)
- Road Scholar

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must have the ability to perform strenuous physical tasks.
- Must have the ability to work in variable and inclement weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as poison oak, grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.

Exposure to: Variable temperatures and weather conditions; slippery surfaces, such as wet trenches; heights, such as at the edge of a trench; cramped work spaces; high levels of noise; dust and silica dust; allergens, such as poison oak and stinging insects; strong, unpleasant odors; electrical hazards; potentially hostile or violent individuals; the possibility of experiencing bodily injury and contact with toxic substances and chemical irritants. The noise level in the work environment may be high at times.

The weather in the work environment will be variable and may be adverse at times.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
October 4, 2023		Promotion of an Employee – W. Robbins	
Time Needed:			
2 minutes			
Financial Impact:		Description and Background:	
n/a		This order would promote Weston Robbins to the vacant	
Category:		position of Road Maintenance and Construction Worker III. He has been	
<input type="checkbox"/>	Action/Discussion	an employee of the Road Department since 8/12/2019.	
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Approve the promotion of Weston Robbins Carpenter to the position of Road Maintenance and Construction Worker III			
Attachments:		Instructions Once Approved:	
1. Order		File with the Clerk's Office	
2. Description			
3.			
4.			
5.			
Contact Person – Name and Department:			Date Submitted:
Julie Swift – Payroll & HR			September 27, 2023

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of the Promotion of an)
Employee) ORDER NO. _____

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Weston Robbins, currently a Drainage/Vegetation Specialist, Salary Range E, Step 3, at \$24.17/hour, be promoted to the position of Road Maintenance and Construction Worker III, Salary Range E, Step 4, at \$24.89/hour.

The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of October 8, 2023.

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

John Herzog, Chair

Brad Alcorn, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Maintenance and Construction Worker III

EXEMPT:	No	
SALARY LEVEL:	Range Road - E	
SUPERVISOR:	Maintenance and Construction Foreman	
PREPARED BY:	Roadmaster	June 2023

GENERAL POSITION SUMMARY:

Performs a variety of skilled manual tasks and operates heavy and specialized equipment requiring journeyman level skills in the general construction and maintenance of county roads, bridges and related facilities. Perform related work as required.

This classification is distinguished from lower classifications because of the specialized and technical nature of some tasks, the emphasis on the operation of heavy equipment and the need to have knowledge of all construction and maintenance tasks to be used occasionally for supervising a work crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates grader, dozer, excavator, asphalt distributor, chip spreader, and 18-wheel self-loading lowboy.
2. Operates dump trucks, front-wheel loaders, brush cutters, rollers, backhoe, water tankers and truck mounted snow plows.
3. Performs manual labor associated with building fences, cleaning culverts, traffic control, pot hole patching, bridge repair, tree trimming, brush cutting, etc.
4. Maintains equipment by lubricating and making minor repairs.
5. Trains employees in lower classifications in the operation of heavy equipment.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

May occasionally exercise supervision over employees of a lower classification on a specific project.

May occasionally fill in for the Maintenance and Construction Foreman and assign daily work and supervise it to completion.

QUALIFICATION REQUIREMENTS:

Knowledge of

- The appropriate tools, equipment, materials and procedures used in road construction and maintenance
- The rules of safe operation of equipment used by this classification and the precautions to be taken to avoid accidents

Ability to

- Train and supervise other employees
- Perform basic arithmetic computations and perform work to engineering specifications
- Establish and maintain effective working relationships with other employees and the public

Skill in . . .

- The efficient operation of particular types of equipment including grader, dozer, asphalt distributor, excavator, chip spreader, and 18 wheel self-loading lowboy
- Understanding and following reasonably complex oral and written instructions

EDUCATION AND/OR EXPERIENCE:

Minimum of three years of experience in general highway maintenance and construction work; sufficient education to insure the ability to read, write and perform basic arithmetic computations; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the duties.

Requires possession of a valid Class A Oregon Commercial Driver's License (CDL) with tank endorsement.

Requires possession of a current certificate for the completion of ODOT Work Zone Traffic Control Course (Flaggers Card).

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Must have the ability to read and interpret plans and specifications and perform strenuous physical tasks.
- Must have the ability to work in variable and inclement weather conditions.
- The noise level in the work environment may be high at times.
- The weather in the work environment will be variable and may be adverse at times.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
October 4, 2023		Purchase of New Courthouse Entry Door	
Time Needed:			
Financial Impact:		Description and Background:	
\$13,009 – State Courts Security Fund		The Facilities Director is requesting approval of the purchase and	
Category:		installation of an automatic door system for the Curry County Courthouse.	
<input type="checkbox"/> Action/Discussion		Facilities Director located one company that services our area: Advanced	
<input checked="" type="checkbox"/> Consent		Automatic Doors.	
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Approve quote with Advanced Automatic Doors for a total of \$13,009.			
Attachments:		Instructions Once Approved:	
1. Advanced Automatic Doors Quote			
2.			
3.			
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Charles Buchanan, Facilities Director		9/18/2023	

Quotation

ASSA ABLOY
Entrance Systems

The global leader in
door opening solutions

besam
ASSA ABLOY

The products you know and trust,
under one powerful brand:

ASSA ABLOY



 **ADVANCED**
Automatic Doors

541-324-8188

ADVANCEDAUTOMATICDOORS.NET



Advanced Automatic Doors
Attn: Andy
1750 Delta Waters Road
Medford, OR 97504

Project Name:
Court House

Thank you for the opportunity to provide our quotation for this project.

Advanced Automatic Doors, LLC offers a Total Solution: *Design, Manufacturing, Sales, Installation, Service and Door Management* resulting in reducing your cost of ownership. Commitment to our customers lasts for the entire life cycle of our products.

Our installers and service technicians are factory-trained, authorized as well as AAADM* Certified ensuring you a professional, quality installation.

ASSA ABLOY is the global leader in door opening solutions, dedicated to satisfying end-user needs for security, safety and convenience.

Should you have any questions or need additional information please do not hesitate contacting us.

**AAADM-American Association of Automatic Door Manufacturers*

Regards,

Andrew M Cunningham
Owner
541-324-8188
Advancedautomaticdoors@gmail.com

Advanced Automatic Doors, LLC
1750 Delta Waters Rd.
SPOKANE, ID 83401
Medford, OR 97504
541-324-8188

advancedautomaticdoors.net

Email:
advancedautomaticdoors@gmail.com

ASSA ABLOY

The global leader in
door opening solutions

Project Name:
Court House

Door #1

door 1 location



Advanced Automatic Doors, LLC
1750 Delta Waters Rd.
STE 102 PMB 371
Medford OR 97504
541-324-8188

advancedautomaticdoors.net

Email:
advancedautomaticdoors@gmail.com

ASSA ABLOY

The global leader in
door opening solutions

Quote Details: Door #1

Remove existing storefront and replace with a Full Breakout sliding door,

New Door Details:

Type: Full Breakout
Handing: Bi-part
Door Stile: Medium Stile
Finish: Dark Bronze Anodized
Overall Frame Width: 150.5
Mounting Height: 89.75
Clear Door Opening Width: 56.5
Clear Door Opening Height: 81.25
Frame Type: Transom
Frame Depth: 4-1/2" Jamb
Glass Stop: 5/8" Glass Stop
Bottom Rail: 7" Bottom Rail
Sensor: Motion & Presence Sensor
Lock: Key Cylinder Ext / Key Cylinder Int
Guide System: Pin Guide / 1/2" Threshold
Lead-up: Both Sides
Mode Selector: 5-Position Switch - Key
Jamb Prep: Factory Jamb Prep for Position Switch
Overall Frame Height: 115
Transom Glass Stop: 5/8" Transom Glass Stop
Transom Verticals: (1) Vertical - Centered
Head Can Option: Head Can Extrusion
Muntins: Muntins A/L & S/L
Muntins Thickness: 1-3/4" Muntin
Muntin Quantity: (1) Muntin
Centerline of Muntin bar: 41.25
Lock Indicator: Lock Indicator
Electric Lock: Fail Safe Electric Lock
Door Position Switch: Door Position Switch
Hold Open Beams: Dual Hold Open Beams Factory Installed
Closers / Dampeners: Sidelight Damper
Catch: Magnetic Catch
Carrier Wheels: Heavy Duty Carrier Wheels

Project Name:
Court House

Includes:

- Demo and disposal of existing door package
- Installation of new door package
- All caulking and sealing needed
- 1 year warranty on door systems during normal business hours

Excludes:

Running new electrical to door.
Any permits or fees

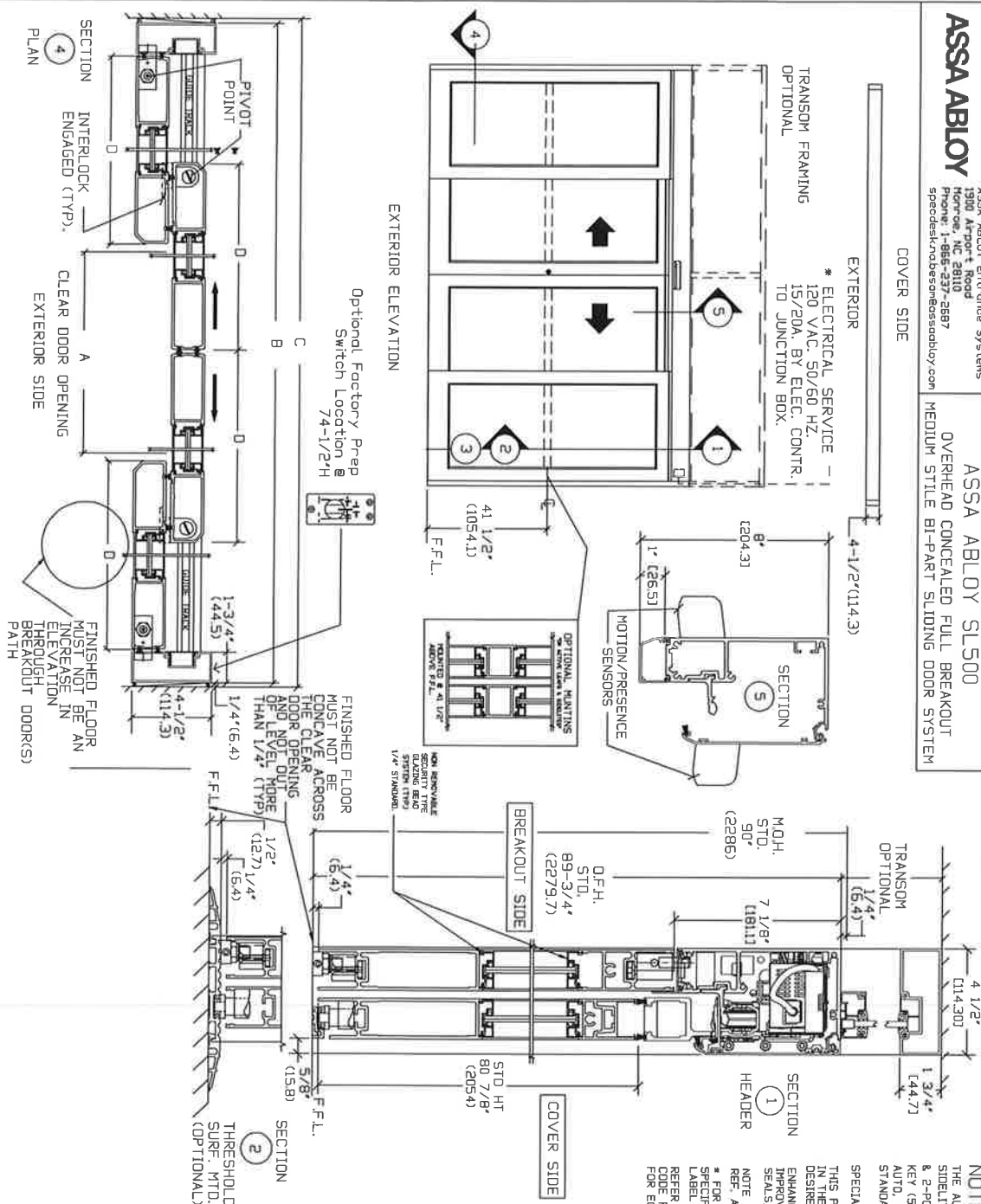
Advanced Automatic Doors, LLC
1730 Dale Wicks Rd.
Suite 100, Lynch, KY
Madison 40397504
541-324-2188

advancedautomaticdoors.net

Email:
advancedautomaticdoors@gmail.com

ASSA ABLOY

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door opening solutions



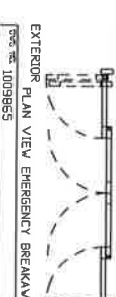
NOTE: THE STANDARD PACKAGE CONSISTS OF: THE AUTOMATIC OPERATOR & VENTURESTRIP, FRAMES, DINGS & SIDELITES WITH VERTICAL WEATHERSTRIP, EMERGENCY BREAKAWAY & 2-POINT LOCK, OPTIONAL POSITION SWITCHES (DIGITAL, 3 OR 5), OR KEY (S), (OFF-EXIT AND Y-AUTO-REDUCED OPENING-HOLD OPEN OR OFF, AUTO, HOLD OPEN), MOTION/PRESENCE SENSORS, OPTIONAL, 6" JAMBS, STANDARD FINISH: CLEAR-AA-M1222A41, CLASS 1, .018 IN. DARK BRONZE-AA-M1222A44, CLASS 1, .018 IN. SPECIAL FINISHES ARE AVAILABLE.

THIS PACKAGE WILL ACCEPT UP TO 1125.49" INSULATED GLASS IN THE SIDELITES AND ACTIVE LEAVES. PLEASE INDICATE IF SO DESIRED.

* FOR MAXIMUM CURRENT DRAIN PER OPERATOR, SEE PRODUCT SPECIFICATION INSTALLATION INSTRUCTIONS, OR THE UL LABEL ON THE EQUIPMENT.

	SL 500 DHC	DRIP OPENING	OVERALL LEAF WIDTH	MACHINE OPENING WIDTH	ACTIVE & LEAF WIDTH
		A	B	C	D
DCs-8	30 3/4"	95- (78.1)	56 1/2" (25.34)	55 1/2" (25.13)	25 1/4" (64.3)
DCs-10	30 3/4"	106 3/4" (106.3)	120 1/2" (120.1)	120 1/2" (120.1)	31 1/4" (79.3)
DCs-12	54 3/4"	144" (139.6)	154" (154.1)	154" (154.1)	37 3/4" (94.6)
DCs-14	66 3/4"	166" (165.2)	166" (165.2)	166 1/2" (166.1)	43 1/4" (109.5)
DCs-16	100 3/4"	200 3/4" (200.2)	200 3/4" (200.2)	200 3/4" (200.2)	49 3/4" (125.5)
KEY	(B/2) 1/4" (B/2) 1/4" (B/2) 1/4" (B/2) 1/4"	(C-12") (C-12") (C-12") (C-12")	(B-12") (B-12") (B-12") (B-12")	(B-12") (B-12") (B-12") (B-12")	(3/4) 1/4" (3/4) 1/4" (3/4) 1/4" (3/4) 1/4"

SL500		1/4 (16.4)	5/8 (15.9) AND 1/2 (5.4)
DL-C			
DCS-8	H	15 3/4 (40.6)	15 1/2 (39.1)
DCS-9	H	17 1/16 (43.8)	16 1/8 (40.9)
DCS-10	H	22 3/4 (57.7)	22 1/2 (57.5)
DCS-11	H	28 5/8 (73.0)	28 1/2 (72.6)
DCS-12	H	37 1/16 (94.0)	37 3/16 (94.6)
DCS-13	H	44 3/8 (113.3)	44 1/2 (113.0)
DCS-14	H	51 1/16 (130.2)	51 3/16 (130.6)
DCS-15	H	71 1/16 (180.9)	71 3/16 (181.2)
DCS-16	H	71 1/16 (180.9)	71 3/16 (181.2)
W/DH			
KEY			
HEIGHT			
(CPH-455B)		(B-4) 1/4	(B-4) 1/2
		(18A) 1/8	(18A) 1/8
		(CPH-18 1/16)	(CPH-18 1/16)
		(CPH-18 1/16)	(CPH-18 1/16)
		(CPH-475)	(CPH-475)



ASSA ABLOY

Advanced Automatic Doors, LLC
1750 Delta Waters Rd. STE 102 PMB 371
Medford, OR 97504
(541) 324-8188
advancedautomaticdoors@gmail.com
Advancedautomaticdoors.net



ADDRESS

Charles Buchanan
Curry County
94235 Moore St.
STE 411
Gold Beach, OR 97444

SHIP TO

Charles Buchanan
Curry County
Courthouse Bldg

ESTIMATE # 1661

DATE 09/05/2023

EXPIRATION DATE 09/30/2023

DESCRIPTION	QTY	RATE	AMOUNT
Besam SL500 full breakout door. Installed	1	12,799.00	12,799.00
Travel/trip charge out of standard area	3	70.00	210.00

TOTAL **\$13,009.00**

Accepted By

Accepted Date

Terms & Conditions: Purchaser's signature on this quotation or issuance of a purchase order or other writing expressing an intention to purchase the services/equipment that is the subject of this quote reflects acceptance of the attached Terms and Conditions.

Acceptance of Quotation

Signature of purchaser below represents Purchaser personally (a) has read, understands, and agrees with the terms herein, (b) is holding him or herself out to be authorized to bind his or her company or organization to the terms herein, (c) and that his or her company or organization is of sound financial standing so has to accommodate specifically the payment terms herein expressed.

Purchaser

Accepted by: _____

Print name: _____

Date: _____

Purchaser's authorized signature required.

Advanced Automatic Doors, LLC
1750 Belk Watson Rd.
Ste 102 PMB 171
Medford OR 97504
503-264-8157

advancedautomaticdoors.com

Email:
advancedautomaticdoors@gmail.com

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Terms and Conditions

1. **Terms.** Acceptance of this quote by Customer constitutes an order and contract for the purchase of the equipment and/or services described herein. If this quote is not accepted by Customer within 30 days, Advanced Automatic Doors, LLC (AAD) reserves the right to change the equipment and/or services and prices quoted. Signature on this document or issuance of a purchase order or other writing by Customer expressing an intention to purchase the services/equipment that is the subject of this quote constitutes acceptance of the scope of work and these Terms and Conditions ("Agreement"). Any additional orders, changes or extras for material or labor will be subject to all terms and conditions of this agreement. No terms, provisions, or conditions of any previously or subsequently submitted Customer agreement or purchase order (including but not limited to any verbal representation or understandings) will have any effect on the obligations of the parties under or otherwise modify this Agreement.
2. **Labor.** AAD's labor is non-union and non-prevailing wage unless otherwise stated.
3. **Specific Exclusions.** The following exclusions apply to all work quoted or performed by AAD unless otherwise stated:
- a. Cost of bonds, permits or fees.
 - b. Recertification and/or re-labeling of modified doors or frames.
 - c. Cost of special insurance requirements.
 - d. Engineering, structural support or backing.
 - e. Paint/patch of walls, finish paint/stain, fascia or trim work.
 - f. Protection or cleaning of material after installation.
 - g. All other items, products or services that are not listed as inclusions.
 - h. After-hours security of any type including temporary board up.
 - i. Preparation, installation or connection of material supplied by others.
 - j. All conduits, boxes and wire runs for high or low voltage requirements.
 - k. Interface fire/smoke/security alarm systems.
 - l. Dust and/or security barricades.
4. **Submittals.** Submittals, cut sheets and/or shop drawings submitted by AAD and approved by Customer, general contractor, architect or owner shall be deemed the correct interpretation of the scope of work to be performed even if inconsistent with the architectural plans and specifications.
5. **Commencement of Work.** AAD will not commence work by ordering materials or fabrication until:
- a) Customer has signed this Agreement and AAD has countersigned this Agreement;
 - b) All complete and current plans, drawings and specifications, if applicable, have been delivered to AAD by Customer;
 - c) All submittals, cut sheets and/or shop drawings submitted by AAD have been approved by Customer, general contractor, architect or owner and have been returned to AAD with a stamp of approval;
 - d) AAD has received all information from related trades affecting the scope of work being performed;
 - e) AAD has received, after Customer's compliance with 5a – 5d, reasonable notice to commence fabrication or ordering of materials within the factory lead time in effect at the time of notice from Customer; and
 - f) All credits and debits for changes in quantity or design of material furnished have been accepted in writing.
6. **Delivery.** This quote is subject to AAD's ability to procure suitable material at the time of manufacture. Shipping dates are approximate only and are subject to change. AAD shall not be liable in damages or otherwise for delays or failure in performance when caused by circumstances beyond its reasonable control, including, without limitation, fire, acts of God, strikes, labor difficulties, acts of governmental or military authority, and/or delays in transportation or in procuring materials. In the event that AAD is unable, due to any such occurrence or otherwise, to fulfill its total commitments to all customers, Customer agrees to accept as full and complete performance by AAD, deliveries in accordance with such plan or proration as AAD may adopt. AAD will provide commercial packaging, adequate under normal conditions, to protect the products in shipment and identify the contents. Should Customer request any special packaging, it will be done at Customer's expense. All products will be shipped via the most cost effective means of transportation under the circumstances, unless Customer indicates otherwise. In the event Customer requests expedited shipping and handling, AAD shall comply provided Customer pays all reasonable expediting and increased shipping fees and expenses. If Customer provides no routing instructions, AAD shall be the sole judge of the best method of routing shipment. Claims for loss or damage in transit must be entered and prosecuted by the Customer. AAD will provide reasonable assistance, at Customer's expense, upon request.
7. **Storage.** If after complete or partial fabrication of the equipment purchased by Customer, shipment of the equipment is delayed at the request of Customer for 30 calendar days past the agreed upon delivery date, Customer will be invoiced for the equipment based on the agreed upon delivery date and will pay the invoice upon the terms thereof. AAD will store the equipment at its or a third party's facility and, as necessary, insure the equipment and arrange for shipment, at Customer's expense.
8. **Installation Requirements.** Unless otherwise stated, Customer must comply with the following requirements:
- a) 110-volt AC permanent power must be available to each of the automatic operators at the time of installation. Additional charges will be added in the event it is not.
 - b) If the project contains multiple units, Customer must provide AAD with the ability to complete the work in a manner that allows for the continuous installation of multiple units without interruption, delay or return trips to the project site. If the work cannot be completed as set forth herein, Customer shall incur additional charges.
 - c) Once given an authorization to proceed, Customer must properly prepare the area for the automatic door equipment. If the installers arrive and find that the area is not properly prepared to accept the equipment for installation, Customer shall incur additional charges for loss of time for the crew, travel and staging.
 - d) Once given an authorization to proceed, Customer must ensure that the area is accessible and free of other trades working above, below or adjacent to AAD's equipment. If the installers arrive and find that other trades might impede our ability to install in the area, Customer shall incur additional charges for loss of time for the crew, travel and staging.
 - e) All work shall be performed during normal business hours: Monday through Friday, 8:00 a.m. – 4:00 p.m.
9. **Back-charges.** No back-charges will be accepted unless approved in writing by AAD.
10. **Cancellation.** All orders shall be subject to cancellation fees to cover any and all administrative fees and restocking fees. If materials have been ordered and Customer cancels the order, Customer shall pay for all materials released for fabrication in addition to all administrative and restocking fees. If no materials have been ordered, Customer shall pay 20% of the overall order.
11. **Payment.** 50% deposit or joint check agreements are required for new customers that are denied credit or special orders. Payment terms are net 30 days from invoice date. If payment is not received within 30 days, a finance charge of 1% per month will be assessed and added to past due invoices. If Customer defaults in payment obligations with respect to equipment, AAD has the right to suspend fabrication or cancel any outstanding orders. If Customer defaults in payment obligations with respect to services, AAD has the right to file a lien against all or part of the property being improved. Should payment be received in the form of a check containing insufficient funds, a charge of \$25.00 will be added for each additional deposit attempt. In the event AAD has to enforce its right to payment under this Agreement, Customer agrees to reimburse AAD for any costs reasonably incurred by AAD relating to Customer's default (e.g., costs of collection, attorneys' fees, and court costs).
12. **Shipment and Risk of Loss.** Title, ownership and risk of loss of product(s) purchased by Customer ("Purchased Product") shall pass from AAD to Customer upon shipment of Purchased Product from AAD's factory. AAD reserves the right to invoice Customer for 50% of the contract upon shipment of Purchased Product from the AAD factory.
13. **Limited Warranty.** There are no guarantees or warranties except those specifically set forth herein. New equipment shall be free from material defects for a period of one (1) year from the date of installation. Extended warranties are available for an additional charge. Warranty does not apply when damage is caused by misuse, fire, flood, storms, vandalism, acts of God, or any other cause outside of AAD's control. No allowance or credit will be made or given for any warranty material or labor repairs made by AAD. **In the event (i) it is discovered that the equipment has been tampered with or (ii) if work has been performed on the equipment by any person or company other than AAD, this paragraph and all warranties and indemnification obligations of AAD set forth herein shall be void.** AAD reserves the right to refuse to perform warranty service if Customer has not complied with all payment obligations under the Agreement. Warranty services shall be performed during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m. In the event after-hours, weekend or holiday warranty service is required, over-time or double-time labor and zone charges will apply and will be invoiced at the then-current AAD labor rates. **ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE ARE HEREBY DISCLAIMED. THE FOREGOING EXPRESSES ALL OF SUBCONTRACTOR'S OBLIGATIONS AND LIABILITIES WITH RESPECT TO THE PRODUCTS FURNISHED BY IT HEREUNDER.**
14. **Insurance.** AAD's obligation to maintain insurance shall be limited to the types and amounts of coverage set forth on the certificate of insurance submitted by AAD.
15. **LIMITATION OF LIABILITY.** AAD shall not be liable for any indirect, incidental or consequential damages (including without limitation, lost profits or savings), arising from or related to the sale of equipment or any related installation or maintenance services, even if such damages are foreseeable or AAD had notice of such damages. If AAD breaches any of its obligations, Customer's sole and exclusive remedy, and AAD entire liability, shall be the re-performance of AAD's applicable warranty obligations set forth above with respect to the purchased equipment and the re-performance of any non-conforming services with respect to any installation or maintenance services purchased by Customer. This limitation of liability will apply even if AAD's re-performance of any obligation or any refund provided fails of its essential purpose. This limitation of liability reflects a negotiated allocation of risks between the parties and is an essential part of the consideration for AAD's performance of the Agreement.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Ending a Declaration of Local Emergency	
Time Needed:		
N/A		
Financial Impact:	Description and Background:	
N/A	<p>A local emergency was declared for the Anvil Fire, Resolution No. R2023-31 on September 19, 2023.</p> <p>Due to a change in circumstances, the local emergency declaration is no longer necessary.</p>	
Category:		
<input type="checkbox"/> Action/Discussion		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
End the local emergency declared by Resolution No. R2023-31.		
Attachments:	Instructions Once Approved:	
1. Order	File Order with the County Clerk.	
2.		
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/22/23

**In the Matter of an Order Ending a Local)
Emergency Declared (Anvil Fire)) RESOLUTION NO. _____
)**

37

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of a Resolution Declaring a)
Local Emergency (Anvil Fire))
)**

RESOLUTION NO. 82023-31

WHEREAS, on August 25, 2023, a wildfire ("Anvil Fire") ignited due to a lightning event within the Grassy Knob Wilderness, Township 33S, Range 14 and Township 32S, Range 14; and

WHEREAS, the Anvil Fire continues to grow at an exponential rate and may have the potential to threaten structures and natural resources in North County, and to impact County-wide utility services; and

WHEREAS, the Anvil Fire appears to be of a high magnitude and severity, is likely to intensify in the foreseeable future, and has the potential to reach beyond the County's capabilities and resources; and

WHEREAS, the Emergency Operations Center ("EOC") remains partially activated due to the recent Flat Fire; full activation is now authorized; and

WHEREAS, this emergency declaration does not indicate immediate exigency, but rather acts as a proactive measure due to the dynamic nature of the Anvil Fire and will allow the Board to take all necessary actions to safeguard residences, property and other resources at a moment's notice.

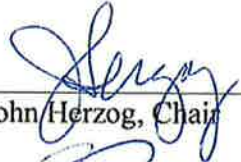
NOW, THEREFORE, BE IT RESOLVED THAT:

1. The County Board of Commissioners, under the emergency powers granted by ORS 401.305, 401.309, and 401.065, declares that a Local State of Emergency exists within Curry County due to the fact that the Anvil Fire Event may exceed the County's capabilities and available resources.
2. The Curry County Sheriff's Office and the Curry County Emergency Management Department are hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Curry County. State resources are not requested at this time.

82023-000
Curry County Clerk, Shelley Denney
Filed Date 9 / 21 / 23
Time 8:34A - 2 pages
Deputy [Signature]
S. Lindsay Harris

3. The Emergency Manager is granted the authority to fully activate the Emergency Operations Center in the absence of the Emergency Management Director.

DATED this 19th day of Sept., 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

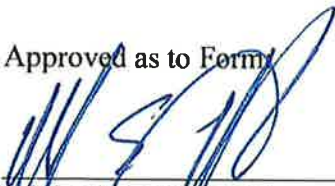


John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel



Jay Trost, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Approval of Agreement with Lane Council of Governments - Financial Services	
Time Needed:		
N/A		
Financial Impact:	Description and Background:	
Increased expenses - Finance Dept.	<p>After the departure of the Finance Director, the County is in need of interim financial services. The Lane Council of Governments (LCOG) has offered to provide those services pursuant to an Intergovernmental Agreement.</p> <p>This action will allow the Director of County Operations to proceed in contracting with LCOG for interim financial services. Because the draft Agreement is not available at the time of the preparation of this Agenda item, the Order for this item will be held back from filing until an Agreement is available.</p>	
Category:		
<input type="checkbox"/> Action/Discussion		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Approve the Director of County Operations to enter into an Agreement with LCOG to provide interim financial services.		
Attachments:	Instructions Once Approved:	
1. Order	File Order with County Clerk.	
2.		
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/25/23

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Approving an)
Agreement for Interim Financial Services) ORDER NO. _____
between the County and LCOG)**

WHEREAS, the County Finance Director resigned from the position effective September 21, 2023, rendering the County without a Finance Director at this time; and

WHEREAS, the County Finance Department is in need of assistance in the interim period prior to a new Finance Director being hired; and

WHEREAS, the Lane Council of Governments (“LCOG”) has agreed to provide those interim financial services for the County.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the Agreement proposed by LCOG for interim financial services, attached hereto and incorporated by reference herein, is approved.

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

John Herzog, Chair

Approved as to Form:

Brad Alcorn, Vice Chair

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	SIXES RIVER FISHING ACCESS CERTIFICATION/NOTICE OF DETERMINATION	
Time Needed:		
Financial Impact:	Description and Background:	
	Pursuant to ORS 496.340 an amount has been computed to be paid by the Oregon Department of Fish & Wildlife in lieu of taxes for a portion of account 3215-11 TL 501 / CA 2201 / ID# R25702	
Category:		
<input type="checkbox"/> Action/Discussion		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Chair to Sign letter of Determination		
Attachments:	Instructions Once Approved:	
1. Copy of letter to ODFW 2. 2023-24 ODFW Tax Statement 3. 4. 5.	Give originals to Assessor or Deputy Assessor.	
Contact Person – Name and Department:		Date Submitted:
Kiley Wegner		9/26/23



BOARD OF COMMISSIONERS

JOHN HERZOG, CHAIR
BRAD ALCORN, VICE CHAIR
JAY TROST, COMMISSIONER

94235 Moore Street | Suite 122
Gold Beach, OR 97444
(541) 247-3296

DATE:

FROM: CURRY COUNTY BOARD OF COMMISSIONERS

TO: OREGON DEPARTMENT OF FISH & WILDLIFE
4034 FAIRVIEW INDUSTRIAL DR SE
SALEM, OR 97302

RE: SIXES RIVER FISHING ACCESS – CERTIFICATION/NOTICE OF DETERMINATION

Pursuant to ORS 496.340 an amount has been computed to be paid by the Oregon Department of Fish & Wildlife in lieu of taxes for a portion of account 3215-11 TL 501 / CA 2201 / ID# R25702

Valuation of non-fishing access portion as forest land:
12 acres of AFEO @ 305.10/acre = 3,660

Consolidated tax rate for code area 22-1 for 2023-24 = 6.7079
3,660 X 6.7079/\$1000 is 24.54
Less 3% discount is 24.54 - .74 = 23.80

Please make your check in the amount of \$23.80 payable to the Curry County Treasurer.

CERTIFIED

_____ Dated this ____ day of October, 2023
Kiley Wegner, Assessor

NOTICE OF DETERMINATION

_____ Dated this ____ day of October, 2023
John Herzog, Chair

7/1/23-6/30/24 REAL PROPERTY TAX STATEMENT
CURRY COUNTY, OREGON

ACCOUNT NO.: R25702
(541) 247-3305

PROPERTY DESCRIPTION
ACRES 30.00

LAST YEAR'S TAX 23.81
See back for explanation of taxes marked with (*)

ACRES: 30.00
MAP: 3215-11 -00501-00
CODE: 22-1
OREGON DEPT OF FISH & WILDLIF
ATTN: REALTY SERVICES
4034 FAIRVIEW INDUSTRIAL DR
SE
SALEM, OR 97302

THIS YEAR'S TAX
EDUCATION:

ESD 1.62
SWOCC 2.57
SCHOOL 2CJ 14.49

VALUES:	LAST YEAR	THIS YEAR
MARKET & SPECIAL USE VALUES:		
LAND - RMV	240,020	240,020
SPECIAL USE	3,550	3,660
IMPROVEMENT	0	0
TOTAL VALUE	3,550	3,660
TAXABLE VALUES:		
ASSESSED VA	3,550	3,660
EXEMPTION	0	0
NET TAXABLE:	3,550	3,660

EDUCATION TOTAL: 18.68
GENERAL GOVERNMENT:
COUNTY GENERAL 2.19
CC 4-H & EXTENSN 0.37
PORT-PORT ORFORD 1.31
CEM.-PORT ORFORD 0.17
LIB.-PORT ORFORD 1.82
GENERAL GOVERNMENT TOTAL 5.86

EXCLUDED FROM LIMITATION:
EXCLUDED FROM
LIMITATION TOTAL: 0.00
2023-24 PROPERTY
TAX TOTALS 24.54

POTENTIAL ADDITIONAL TAX LIABILITY

PLEASE MAKE PAYMENT TO:
CURRY COUNTY TAX COLLECTOR
94235 MOORE STEET STE. 222
GOLD BEACH, OR. 97444

If a mortgage company pays your taxes,
This statement is for your records only.

Full Payment with 3% Discount	2/3 Payment with 2% Discount	1/3 Payment No Discount
----------------------------------	---------------------------------	----------------------------

23.80

TOTAL TAX (After Discount) 23.80

▲ Tear Here
2023-24 Property Taxes

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT
CURRY REAL

ACCOUNT NO.: R25702

Tear Here ▲

Full Payment Enclosed	Due:	Pay By	Discount Allowed	Net Amount
or 2/3 Payment Enclosed	Due:	11/15/23	0.74 3%	23.80
or 1/3 Payment Enclosed	Due:			

DISCOUNT IS LOST AFTER DUE DATE & INTEREST MAY APPLY

☐ Mailing address
change on back

Enter Payment Amount
\$

TAX DUE MAY INCLUDE DELINQUENT TAX IF ANY

OREGON DEPT OF FISH & WILDLIFE
ATTN: REALTY SERVICES
4034 FAIRVIEW INDUSTRIAL DR
SE
SALEM, OR 97302

PLEASE MAKE PAYMENT TO:
CURRY COUNTY TAX COLLECTOR
94235 MOORE STREET STE. 222
GOLD BEACH, OR. 97444

08000001257020000002380000000160300000008182



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Appointing Representative to the BOEM Intergovernmental Renewable Energy Task Force	
Time Needed:		
10 minutes		
Financial Impact:	Description and Background:	
None	<p>Court Boice was the BOEM Intergovernmental Renewable Energy Task Force ("BOEM Task Force") Representative for Curry County. Because Court Boice is no longer a Curry County Commissioner, a new Elected Official must be appointed to the Representative position.</p> <p>Commissioner Trost has volunteered to be the Curry County Representative.</p> <p>Additionally, the Commissioners should deliberate regarding a formal position to take regarding the proposed BOEM projects.</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Appoint Commissioner Trost as the BOEM Task Force Representative for Curry County.		
Attachments:	Instructions Once Approved:	
1. Order	File Order with the County Clerk;	
2.	Send copy of Order to BOEMPublicAffairs@boem.gov	
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/27/23

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Appointing a)
Representative to the BOEM) ORDER NO. _____
Intergovernmental Renewable Energy)
Task Force)**

WHEREAS, former Commissioner Court Boice was appointed to the BOEM Intergovernmental Renewable Energy Task Force (“BOEM Task Force”); and

WHEREAS, Court Boice is no longer a County Commissioner and thus the County must appoint a new representative to the BOEM Task Force; and

WHEREAS, Commissioner Jay Trost has volunteered to be the BOEM Task Force representative.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT Commissioner Jay Trost is appointed as the BOEM Task Force Representative for Curry County.

DATED this 4th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

John Herzog, Chair

Approved as to Form:

Brad Alcorn, Vice Chair

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Dissolution of Code Enforcement Department and Reassignment of Positions	
Time Needed:		
10 minutes		
Financial Impact:	Description and Background:	
Increased resources.	<p>The County Code Enforcement Department has not had enforcement officers on duty for some time. The Animal Control portion of the Code Enforcement Department is planned to be outsourced to a private contractor, and the Department no longer requires a department head.</p> <p>This action will dissolve the Code Enforcement Department, assign the Community Resource Officer position to the Curry County Sheriff's Office, and assign the Code Enforcement Officer (County Zoning Ordinance and Building Code Violations only) to the Community Development Department. The Code Enforcement Administrative Assistant position will be removed and personnel reassigned.</p> <p>The effective date for this action will be November 1, 2023.</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Dissolve the Code Enforcement Department and reassign personnel and positions accordingly.		
Attachments:	Instructions Once Approved:	
1. Order	<p>File Order with County Clerk.</p> <p>Instruct Human Resources to reassign personnel in accordance with this action.</p>	
2. Job Description - CRO		
3. Draft Job Description - CEO		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/25/23

JOB DESCRIPTION

JOB TITLE:

Community Resource Officer

Page 3

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or the equivalent; as well as at least two (2) years of related work experience.

Ability to read and understand codes, ordinances, and regulations related to public property, parking, non-criminal law enforcement, and other public safety laws. Works well under pressure and remains calm in emergency situations.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

The successful candidate will receive training in court presentation, issuance of citations, and de-escalation tactics prior to beginning work in this position.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 100 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Code Enforcement Officer

EXEMPT: No

SALARY LEVEL:

SUPERVISOR: Director of County Operations

PREPARED BY: Director of County Operations

August 2023

POSITION SUMMARY:

The Code Enforcement Officer is a non-sworn uniformed position who works at the direction of the Director of County Operations to identify and resolve violations of Curry County Zoning Ordinances and State Building Code. This Officer is authorized by Order of the Board of Commissioners to enforce specific sections of County Code and State Law. This position also provides information to residents, businesses, and other complainants in resolving concerns and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages complaints and inquiries from the public and provides information regarding Code Enforcement program and policies. Receives, reviews, and acknowledges code compliance complaints and referrals. Participates in and provides guidance and advice on the development of new codes or revisions to existing codes related to enforcement of violations. Maintains cordial public relations with residents and businesses, community organizations, and other government entities.

Enforces State and Local Building Code and County Code, specifically Curry County Zoning Ordinances ("CCZO") pertaining to Planning, Erosion Control and other related issues. Investigates complaints and prepares warnings and citations for violations of Building Code and CCZO, erosion control, and other related issues as directed. Performs field inspections to determine violations and necessary abatement procedures.

Assists in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the Board of Commissioners and Director of County Operations regarding Code Enforcement activities and necessary abatement actions as directed. Provides sworn testimony on conditions or enforcement and may appear in court representing the County. Coordinates with local law enforcement regarding potentially harmful incidents or for follow-up assistance.

Ability to coordinate with other County departments and divisions to ensure the highest level of service to the public and citizens. Adheres to County policies and procedures. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required.

SUPERVISION RECEIVED:

This position works under the supervision of the Director of County Operations, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving.

Must be able to pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or equivalent.

Ability to read and understand codes, ordinances, and regulations such as State and County Building Codes, County Code, Curry County Zoning Ordinances, etc.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Code Enforcement Officer

EXEMPT: No

SALARY LEVEL:

SUPERVISOR: Building Official

PREPARED BY: Director of County Operations

August 2023

POSITION SUMMARY:

The Code Enforcement Officer is a non-sworn uniformed position who works at the direction of the Building Official to identify and resolve violations of Curry County Zoning Ordinances and County Building Code. This Officer is authorized by Order of the Board of Commissioners to enforce specific sections of County Code. This position also provides information to residents, businesses, and other complainants in resolving concerns and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages complaints and inquiries from the public and provides information regarding Code Enforcement program and policies. Receives, reviews, and acknowledges code compliance complaints and referrals. Participates in and provides guidance and advice on the development of new codes or revisions to existing codes related to enforcement of violations. Maintains cordial public relations with residents and businesses, community organizations, and other government entities.

Enforces Local Building Code and County Code, specifically Curry County Building Code and Curry County Zoning Ordinances ("CCZO") pertaining to Planning, Building, Erosion Control and other related issues. Investigates complaints and prepares warnings and citations for violations of Building Code and CCZO, erosion control, and other related issues as directed. Performs field inspections to determine violations and necessary abatement procedures.

Assists in the development of effective code enforcement programs for compliance with County Code. Prepares written statistical reports for analysis of program activities. Prepares reports and referrals to the Board of Commissioners and Director of County Operations regarding Code Enforcement activities and necessary abatement actions as directed. Provides sworn testimony on conditions or enforcement and may appear in court

representing the County. Coordinates with local law enforcement regarding potentially harmful incidents or for follow-up assistance.

Ability to coordinate with other County departments and divisions to ensure the highest level of service to the public and citizens. Adheres to County policies and procedures. Works rotating shifts and adjusted work schedules which may include holidays and weekends; works overtime when required.

SUPERVISION RECEIVED:

This position works under the supervision of the Building Official, who reviews actions for accuracy and conformance to established procedures.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not the responsibility of an employee in this class.

QUALIFICATION REQUIREMENTS:

Efficiently plan, organize and direct work schedules to meet deadlines on a daily, weekly, monthly and annual basis. Maintain good working relations with citizens, other County departments, employees, officials, community leaders, vendors, etc. Ability to use tact to defuse tense situations. Knowledge of effective communication techniques. Has the willingness to implement and be involved in new processes, the ability to adjust to changes in procedures, and be involved in problem solving.

Must be able to pass a criminal background check.

EDUCATION AND/OR EXPERIENCE:

A candidate for this position should have a High School Diploma, a GED, or equivalent.

Ability to read and understand codes, ordinances, and regulations such as County Building Codes, County Code, Curry County Zoning Ordinances, etc.

Must possess a valid Oregon Driver's License. If the candidate possesses a Driver's License from another State, they must have the ability to obtain an Oregon Driver's License within thirty (30) days of employment.

Any satisfactory equivalent combination of experience and training that demonstrates the required knowledge and abilities may be substituted for specific requirements.

PHYSICAL DEMANDS:

The physical demands of this position are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capability to handle high mobility demands and complex personal interactions.

Tasks involve the ability to exert moderate to strenuous physical effort in light to heavy work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds).

WORK ENVIRONMENT:

Duties are performed in a variety of temperature conditions, including wind, rain and other adverse weather conditions. Encounters occasional hazardous situations and conditions. Physically demanding work environments. Work in high-risk situations. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
October 4, 2023		Fair Board Appointment	
Time Needed:			
Financial Impact:		Description and Background:	
		Chris Brose held position #5 on the Fair Board and recently took the open	
Category:		position as Fair Manager leaving Position #5 vacant. Three applications	
<input type="checkbox"/> Action/Discussion		have been submitted.	
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Deliberate – Motion to appoint _____ to the Fair Board Position #5 to expire December 31, 2025.			
Attachments:		Instructions Once Approved:	
1. I. Swank Application			
2. A. Gaddis-Parker Application			
3. C. Harwell Application			
4. _____			
5. _____			
Contact Person – Name and Department:			Date Submitted:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In the Matter of an Order Appointing a)
member to Position #5 of the Fair Board) **ORDER NO. _____**
)

WHEREAS, Chris Brose was appointed to Fair Board Position #5 on January 18th, 2023; and

WHEREAS, Chris Brose took the position as Fair Manager leaving Position #5 open; and

WHEREAS, applications from Cindy Harwell, Ida Swank, and Amy Gaddis-Parker were submitted; and

WHEREAS, the Board of Commissioners have deliberated and chosen the most apt person to fill the vacancy.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT _____ is appointed to Position #5 of the Fair board with a expiration date of December 31, 2023..

DATED this 4th day of October, 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

John Herzog, Chair

Approved as to Form:

Brad Alcorn, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Ida Swank

Date: 9/6/23

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input checked="" type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☒ Yes ☐ No If Yes, list which committee(s):

Safety Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Asst. Office Manager for Butler Amusements. I was able to gain a unique perspective into the stark differences

in the way that different fairs operated. I witnessed once great fairs decline which others adapted and thrived. The

differences were attributed directly to the philosophy and creativity of the Management. I feel I could be a good asset.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

Under right leadership, by growing attendance, not only do Fair revenues improve, but so do County revenues.

Describe your previous experience in this appointed position or a similar position: Networking resources exist to

aid fairs and we need to be a part of those networks. My experience in the Amusement Business working with both Carnivals and Fair Boards for over 15 years.

Other volunteer activities:

Does your schedule allow you to attend daytime meetings?

☒ Yes ☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes ☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes ☒ No

If Yes, please explain

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain

Blank

9/6/23

Signature

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address:

[REDACTED]

Best phone number to call you:

[REDACTED]

E-Mail address

[REDACTED]



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

RECEIVED

SEP 21 2023

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

Board of Commissioners
Curry County, Oregon

Please print or type clearly

Name: Amy Gaddis-Parker

Date: 9/20/2023

Please indicate which Board, Commission, Council, Committee, or Task Force on which you are interested in serving.

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

Are you currently serving on a Board,
Commission, Council, Committee, or Task
Force for Curry County?

☐ Yes ☐ No ☒

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

I have previously served on tourism based boards on local and state levels. I was chair for the Gold Beach Promotions Committee, Board Member for OTTA, and a member of Team Oregon.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

I would like to see expansion of the current events and activities that are already being offered at the Event Center. The growth and repair of this property is important to our County and communities.

Describe your previous experience in this appointed position or a similar position:

I have a background of over 25 years in tourism and promotions.



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

Other Volunteer activities: I volunteer for FPNO and assist with multiple fundraisers in our community.

Circle one:

Does your schedule allow you to attend daytime meetings?

Yes

No

Does your schedule allow you to attend evening meetings?

Yes

No

Does your schedule limit the days you could attend meetings?

Yes

No

If yes, please explain:

Signature: 

Date: 9/20-2023

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees, or Task Forces. I understand that there is no financial compensation for serving.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address: 

Best Phone Number to Call: 

Email Address: 

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

NOTE: A separate application may be required for each Board, Commission, Council, Committee, or Task Force for which you are applying.



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Cindy Harwell Date: 9-5-23

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input checked="" type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Other	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

☐ Yes ☒ No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I care a great deal about our community

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?

I would like to help out with the Fair because it was such a great learning experience for me as a kid and I would like to help others have that experience

Describe your previous experience in this appointed position or a similar position:

none

Other volunteer activities:

I maintain one of the bench parks along 101 that are part of Gold Beach Main Street

Does your schedule allow you to attend daytime meetings?

☐ Yes ☒ No

Does your schedule allow you to attend evening meetings?

☒ Yes ☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes ☒ No

If Yes, please explain

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain

Signature

Cindy Hamel

Date

9-5-23

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address:

[REDACTED]

Best phone number to call you:

[REDACTED]

E-Mail address:

[REDACTED]



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
October 4, 2023	Amending the Agenda Item Policy – Day and time of Board	
Time Needed:	Meetings	
10 minutes		
Financial Impact:	Description and Background:	
N/A	Agenda Procedures were adopted by Order 23196. The Board will consider	
Category:	the amendment of Section 5 of the Policy to change the day and time of the	
<input checked="" type="checkbox"/> Action/Discussion	Board Meetings.	
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Amend the Agenda Item Policy to change the day and time of Board Business Meetings.		
Attachments:	Instructions Once Approved:	
1. Order	File Order and Policy with County Clerk;	
2. Updated Agenda Item Policy	Save revised Agenda Item Policy on the Common Drive;	
3.		
4.	Email Department Heads and Elected Officials to advise of change in	
5.	meeting day and time.	
Contact Person – Name and Department:		Date Submitted:

**In the Matter of an Order Amending the)
Curry County Agenda Item Policy) ORDER NO. _____
)**



CURRY COUNTY AGENDA ITEM POLICY

PROCEDURES FOR THE SUBMISSION, PREPARATION, AND FINALIZATION OF THE AGENDA

1. FORM OF SUBMISSION

Items to be placed on a County Board meeting Agenda must be submitted to the Board of Commissioners (“BOC”) Office by email to BOC_Office@co.curry.or.us or by personal delivery by 5:00 p.m. on the Wednesday preceding the Board Meeting (“Submission Deadline”). Generally, items not meeting the requirements set forth by this Policy will not be added to the Agenda. Complete submissions should include, but are not limited to the following:

- a) Current ARS Form – ask BOC Office staff if you are not sure what version is current.
- b) Order (if applicable).
- c) Supporting documentation.
- d) Signature-ready documents such as contracts, agreements, letters of support, etc.

2. AGENDA ROUTING SLIP (“ARS”)

The ARS Form is developed, and may be revised as needed, by the BOC Office staff. The ARS Form shall be used by all County Departments and Offices to place items on the Agenda of any Meeting of the Board of Commissioners.

3. FINALIZING OF AGENDA

Meeting Agendas will be finalized by noon on the Friday preceding the Board Meeting and will be published on the County Website at that time, as well as by all other means required by Public Records Law. Should the Friday preceding the Meeting fall on a holiday, publication of the Agenda shall occur on the Thursday preceding the Meeting, or another date as dictated by the Board Chair. Authority to view items on an unpublished Agenda shall be limited to the Board of Commissioners and Legal Counsel.

4. AGENDA RESPONSIBILITY

Agenda items from Elected Officials shall be placed on the Agenda as received, unless further information or clarification is requested by the Board or Legal Counsel. Agenda items must be submitted by Department Heads or their designee with approval of the Department Head. Department Heads are the Quality Control person for agenda items submitted include all necessary attachments. Agenda items shall include the name and department of the individual submitting the item, as well as any other individuals who will be present at the meeting to respond to inquiries regarding the item.

5. BOARD MEETINGS

5.1 General Meetings: General Meetings are usually held at 6:00 p.m. on the 1st Wednesday and 3rd Thursday of each month, or as otherwise determined by the Board. The

yearly Board Meeting schedule shall be determined at the last Board Meeting in December of each year. Changes to the Meeting schedule may only be made by a majority vote of the Board. All attempts will be made to not schedule more than one Meeting and one Workshop on any given day. The following types of Agenda items may be addressed at General Board Meetings:

5.1.1 Consent: Items on the Consent Agenda must not require discussion by the Board. Most items in this category will require an Order. The Board retains discretion to change any Consent item to an Action/Discussion item at any time prior to the approval of the Consent Agenda. Some examples of appropriate items for the Consent Agenda include, but are not limited to:

- ◇ Contracts which have been reviewed and approved by County Legal Counsel.
- ◇ Budgeted purchases.
- ◇ Licenses and permits not requiring a public hearing.
- ◇ Policy revisions and updates.
- ◇ Previously tabled or discussed items as directed.
- ◇ Meeting Minutes.
- ◇ Actions pursuant to existing policies (i.e. fund transfers or donation resolutions.)
- ◇ General housekeeping items as approved by the Board.
- ◇ Other items as approved by the Board.

5.1.2 Public Hearing: Matters requiring a public hearing shall include a copy of the published notice of the public hearing, as well as any applicable background information. Requested action on matters requiring a public hearing should be clearly phrased and shall be coted on after the comment period provided by the Public Hearing.

5.1.3 Discussion/Action: These items must specifically state the requested action and provide adequate background information. Action Items, with few exceptions, require an Order or other signature-ready documentation (such as an Agreement or Contract) to be attached. If you need assistance preparing Orders, please reach out to Legal Counsel.

5.1.4 Direction Requested: During the meeting, the Board will make determinations about the best course of action and direct the Department Head or other County staff accordingly. Direction Requested items do not require an Order to be submitted in advance. These items generally require additional background information. Orders for decisions on Direction Requested items shall be prepared after the Board provides direction.

5.1.5 Presentation: Presentations can be made by Elected Officials, County staff, or by outside individuals upon invitation by a Department Head or Elected Official. The ARS provided with the presentation shall clearly indicate who will be presenting, the proposed time for the presentation, and should include as an attachment the PowerPoint presentation or any other relevant information.

5.2 Workshop: A Workshop can be scheduled by any Commissioner or Department Head. Decisions on Workshop topics may not be made during a Workshop Meeting. Should a decision be warranted, an Agenda item will need to be added to the Agenda of an upcoming Board Meeting.

5.3 Executive Session: The Board of Commissioners, at any Public Meeting, reserves the right to amend the Agenda to include an Executive Session. If a Meeting is held for the sole purpose of holding an Executive Session, a minimum 24-hour notice shall be given to the members of the Board of Commissioners, to the general public, and to news media which have requested notice, stating the specific provision of law authorizing the Executive Session, but in no case shall be held in conflict with the provisions of ORS 192.660, as currently written or subsequently amended.

5.4 Special Meetings: Special Meetings may be scheduled in the case that a Board must deliberate on an action in consideration of a deadline, and when no General Meeting has been scheduled soon enough to address such action. No Special Meeting shall be held without at least 24 hours' notice to the parties entitled to notice by Oregon Law, or that have otherwise requested notice.

5.5 Emergency Meetings: In the case of a legitimate emergency, Emergency Meetings may be called for at any time without required minimum notice, provided, however, that all Commissioners, Legal Counsel, and the public shall be given as much notice as is possible in consideration of a pending or current emergency.

6. ATTACHMENTS

6.1. Contracts & Agreements: Any proposed Contract or Agreement must be reviewed by Legal Counsel prior to submission. When submitted for signature, instructions to BOC Office staff for obtaining signatures from other parties should be included. All original Contracts and Agreements shall be filed with the County Clerk once signed by all parties.

6.2. Orders: If there are questions as to the formatting or content of an Order, please contact Legal Counsel. Generally, Orders shall be in the following format:

- ◇ Times New Roman font, size 12 pt.
- ◇ One-inch margins.
- ◇ All signature lines shall be on the same page, with at least one line of text preceding the signature block (not including the "date" line.)
- ◇ The date of the Order is the date that the action was approved by the Board.
- ◇ Headings are bold, with the first letter of each word capitalized in the title of the Order (excluding prepositions.)

6.3 Resolutions & Ordinances: Please contact the Legal Counsel Office regarding Resolutions and Ordinances, as they may require additional steps to be taken prior to their presentation to the Board.

6.4 Supplementary Background Information: No handouts are to go to the Board

during the Meeting unless already provided in the background information. Background information should sufficiently explain the action requested, including options, financial, other action taken, consequences of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit. Information submitted with the Agenda item should not include any information that is private or confidential in nature. Please contact BOC Office staff if you are unsure if information should be redacted.

7. REVIEW

All Agenda items will be reviewed by Legal Counsel prior to final placement on the Agenda. Changes will be made as needed for clarity, understanding, provision of additional information, etc. The Board Chair and Legal Counsel reserve the right to not place items on the Agenda, or to remove items from the Agenda. In the event that an item is removed, the submitting Department Head or Elected Official shall be notified as soon as is practicable.

8. LATE-SUBMITTED ITEMS

Only upon request by the submitting Department Head or Elected Official, and subject to the discretion of Legal Counsel, may late items be placed on the Agenda.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
10/4/23	Cooperative Service Agreement with the Department of Agriculture - Wildlife	
Time Needed:		
10 minutes		
Financial Impact:	Description and Background:	
TBD - 2.17-415.00-490.00-400-00	<p>The U.S. Department of Agriculture (USDA) has offered an Agreement that will provide a full-time staff member to address or abate the impacts of predatory and/or damage-causing wildlife in Curry County, and to provide educational information from 2023-2028.</p> <p>The cost associated with this Agreement will be shared by the County, local timber companies, and potentially private landowners in order to ease the financial burden on the County as well as to provide services throughout both public and private land.</p> <p>The point of contact for services under this Agreement will be the County DCO, or another individual as determined by the Board. The cost associated with this Agreement will be funded by the Abatement Expenses GL number, and the services under this Agreement shall be considered a function of Code Enforcement.</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Approve the Cooperative Service Agreement between Curry County and the USDA.		
Attachments:	Instructions Once Approved:	
1. Order	<p>Obtain signatures;</p> <p>File Order and Agreement with the County Clerk;</p> <p>Direct DCO to proceed in discussions regarding cost-sharing with other entities and individuals.</p>	
2. Cooperative Service Agreement		
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald, Director of County Operations		9/22/23

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Approving a)
Cooperative Service Agreement between) ORDER NO. _____
Curry County and USDA)
(Wildlife Services))**

WHEREAS, the United States Department of Agriculture (“USDA”) has proposed a Cooperative Service Agreement (“Agreement”) for wildlife services, including the provision of a full time employee to facilitate the management of predatory and/or damage causing wildlife within Curry County; and

WHEREAS, timber companies and private landowners have expressed interest in contributing funding toward the Agreement in exchange for the shared services; and

WHEREAS, the County has funding for abatement expenses that can be used to pay costs associated with this Agreement.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the Cooperative Service Agreement between Curry County and the United States Department of Agriculture for wildlife services, attached hereto and incorporated herein by reference is approved.

DATED this 4th day of October, 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

John Herzog, Chair

Brad Alcorn, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

USDA APHIS WILDLIFE SERVICES WORK AND FINANCIAL PLAN

COOPERATOR: CURRY COUNTY (Cooperator)
COOPERATIVE AGREEMENT NO.: 23-7341-7400-RA
ACCOUNT WBS: AP.RA.RX41.73.0294
AGREEMENT DATES: September 1, 2023 – June 30, 2024
AGREEMENT AMOUNT: \$89,000.00

Pursuant to Cooperative Service Agreement No. 23-7341-7400 -RA between Cooperator and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife damage management assistance to reduce or manage damage caused by coyotes, cougars, bears, predatory animals, and other damage causing wildlife to protect property, livestock, and human health and safety.

Specific goals are:

1. To provide direct assistance for Cooperator from wildlife conflicts or damage.
2. To provide direct assistance in the form of educational information.

PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner.

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: APHIS-WS' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Paul Wolf, in Roseburg, Oregon, will supervise this project, (541) 679-1231. This project will be monitored by Jeffrey B. Flores, State Director, in Portland, Oregon, (971) 334-6151.
3. APHIS-WS will invoice Cooperator monthly for actual costs incurred in providing service, not to exceed \$89,000.00, provided there are billable expenses posted at the time of billing for the month of service. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one month after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

PROCUREMENT

Cooperator understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

STIPULATIONS AND RESTRICTIONS:

- 1. All operations shall have the joint concurrence of APHIS-WS and Cooperator and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
- 2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire marshal’s Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
- 3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.

COST ESTIMATE FOR SERVICES:

Salary, including possible overtime, benefits, vehicle, supplies, and material costs are charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

AUTHORIZATION:

CURRY COUNTY
Ted Fitzgerald, County Legal Counsel
94235 Moore Street. Ste. 123
Gold Beach, Oregon 97444

_____ Representative, Curry County TIN# XX-XXXXXXX	_____ Date
--	---------------

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

_____ Jeffrey B. Flores, State Director, Oregon	_____ Date
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_____ John Steuber, Acting Director, Western Region	_____ Date
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FINANCIAL PLAN

For the disbursement of funds from

Curry County -

to

USDA APHIS Wildlife Services

for

Predatory animal and bear work

from

8/1/2023

to

6/30/2024

Cost Element		Full Cost
Personnel Compensation	\$	48,039.68
Travel	\$	-
Vehicles	\$	13,064.45
Other Services	\$	5,880.00
Supplies and Materials	\$	3,011.94
Equipment	\$	-

Subtotal (Direct Charges)	\$ 69,996.07		
Pooled Job Costs	11.00%	\$	7,699.57
Indirect Costs	16.15%	\$	11,304.36
Aviation Flat Rate Collection		\$	-
Agreement Total	\$ 89,000.00		

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$89,000.00

COOPERATIVE SERVICE AGREEMENT
between
CURRY COUNTY (COOPERATOR)
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to conduct wildlife damage management (WDM) activities to manage coyotes, birds and other predatory and /or damage causing species in Curry County to reduce damage and mitigate human health and safety threats.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of Wildlife Services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add, or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.
Ted Fitzgerald, County Legal Counsel
94235 Moore Street. Ste. 123
Gold Beach, Oregon 97444
(541) 247-3291
countycounsel@co.curry.or.us
2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.
Jeffrey Flores
6035 NE 78th Court, Ste 100
Portland, OR 97218
503-820-2750
jeffrey.b.flores@usda.gov
2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator monthly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on September 1, 2023, and shall continue through June 30, 2028, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator’s Tax ID No.: 9X-XXXXXXX
APHIS-WS’s Tax ID: 41-0696271

Cooperator:

CURRY COUNTY

Ted Fitzgerald, County Legal Counsel 94235 Moore Street. Ste. 123 Gold Beach, Oregon 97444 (541) 247-3291 countycounsel@co.curry.or.us	Date
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**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

Jeffrey Flores State Director, Oregon USDA, APHIS, Wildlife Services 6035 NE 78th Ct, STE 100, Portland, OR 97218	Date
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Wendy Anderson, Acting Western Regional Director USDA, APHIS Wildlife Services 2150 Centre Avenue Bldg. B, Mail Stop 3W9 Fort Collins, CO 80526	Date
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CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
October 4, 2023	Executive Session	
Time Needed:		
20 minutes		
Financial Impact:	Description and Background:	
N/A	Executive Session being held pursuant to ORS 192.660 (2)(b) - to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.	
Category:		
<input type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input checked="" type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
TBD		
Attachments:	Instructions Once Approved:	
1. 2. 3. 4. 5.		
Contact Person – Name and Department:		Date Submitted: