The Lake County Board of Commissioners met in Work Session on Tuesday, June 5, 2012 at 9:00 a.m. The following members were present: Chairman Bradley J. Winters, Vice Chair Ken Kestner and Commissioner Dan Shoun. Also present: Administrative Assistant Denise Thorsted.

Additions:  Deschutes County IGA Amendment
           CCO Discussion
           Airport RFP
Deletions:  Telephone Bid Recommendation

9:00 am – Fire Season Update, Federal/State Fire Leaders

Fremont-Winema National Forest Public Affairs Specialist Lisa Swinney introduced the following representatives present for today’s discussion: Dustin Gustaveson and Greg Pittman (Oregon Dept. of Forestry), Betsy Schenk and John Kasbohm (USFWS), Barry Shullanberger, Clint Albertson and Bob Crumrine (Forest Service/Bureau of Land Management) and Fred Way (Forest Service).

Ms. Swinney stated that the goal today was to give an overview of last fire season and the outlook for the upcoming fire season.

Mr. Crumrine provided information on changes that had been made to the fire organization since the previous season. The new BLM Assistant Fire Management Officer (AFMO) had been hired. Other management changes were provided as well as changes to engines and helicopter crews. Forest Service BLM combined there were to be 25 engines available. Discussion followed on fire crews to be utilized (including a Veteran’s crew), reductions to crews that had been made due to budgetary concerns and dispatch centers.

Mr. Crumrine gave a brief summary of fires the previous season (down from previous years) and the potential of future terrorist attacks on national forests. Discussion continued on past fires and the need for better open communication between Washington DC and local entities.

Mr. Albertson provided and discussed a handout titled “Northwest Geographic Area Coordination Center Predictive Services Fire for Fire Season 2012” (June 2012). Items discussed included: temperatures (above normal) and precipitation (below normal). Snowpack was noted as being down for the year and conditions were “unusually cool and dry” presently. Wild lands fire outlook showed the potential of large fires in the upcoming season. Discussion followed on recent fires that had occurred.
Discussion continued on El Nino/El Nina effects, high anticipated fire outlook for the upcoming season and the availability of resources.

Mr. Shullanberger discussed the prescribed burns that had occurred (15,000 acres Forest Service, 7,000 acres BLM) including the Anna Reservoir and Summer Lake areas. Mr. Way invited the Board to come during a burn in the future. An information sheet showing accomplishments of the Fremont/Winema Resource Advisory Committee was presented and discussed.

Mr. Gustaveson provided information from last fire season and changes to the organization and resources that had been made. Trainings for use of Warner Creek Correctional Facility Work Crews were to take place the following week. Legislative changes that had occurred in regard to required amount paid for fire protection per acre from landowners were discussed. Mr. Gustaveson also followed up with the Board on the survey sent out to them and asked for their response by the end of the week.

Ms. Schenk provided information related to staffing and resource changes for the upcoming season (one per refuge with five day staffing). There were not typically many fires on either refuge (one each last year) and the same amount was anticipated for the upcoming season. Discussion followed on the use of refuge crews by other agencies as needed. Rehabilitation done to areas previously affected by fire was discussed. Discussion followed on projects to be worked on this season including sage grouse fire protection (mowing) that potentially could occur.

10:10 am – Budget Hearing

*Hearing open: 10:10 am (remained open until later in this Work Session)*

(RETURNED to previous discussion)

Discussion followed on Land Owner/Federal Agency communications and the Cohesive Strategy being developed.

Closing discussions included an update on retardants being used and legal issues occurring with regard to the use of retardants near or around stream/water zones.

The Board expressed appreciation of all of the above fire crews and the investment made to the forests by Collins Companies. The importance and appreciation of the forest jobs to Lake County was also stressed.

Break: 10:20 am
Resume: 10:31 am

**Community Corrections IGA Amendment, Aaron Hartman**

Mr. Hartman confirmed that this Community Corrections IGA with the State of Oregon had been in place since 1997. This was an annual IGA to run from July 1, 2012 until June 30, 2013. This topic had been reviewed by Legal Counsel with no issues found and was scheduled for decision during the June 6th Regular Session meeting.
Other Business
Budget Resolutions, Treasurer Ann Crumrine:

Resolution 2011-18 – Community Corrections: This Resolution was in the matter of Appropriations Transfer in the amount of $4,500 due to staff restructuring that required more salary expenditure authority. The transfer was in regard to the Corrections Assistant position. Decision scheduled for the June 6th Regular Session meeting.

Economic Development/SCOEDD:

Commissioner Winters confirmed that due to the recent resignation of the employee in the position shared by the County and South Central Economic Development District (SCOEDD), there was an opportunity to discuss options on how this need was to be met in the future.

Present for this discussion were: Lake County Chamber of Commerce Director Audrey Henry, Lakeview Town Manager Ray Simms, Jim Walls of Lake County Resource Initiative and SCOEDD Director Betty Riley.

Ms. Henry presented a letter from the Lake County Chamber of Commerce Board asking for consideration in possibly combining the position with the current Chamber’s Executive Director allowing the Chamber to act as a subcontractor for the position. Discussion followed on how the Chamber Board had come to an agreement on this request.

Commissioner Kestner clarified that the purpose of today’s discussion was to begin the decision process of if the County should remain in an agreement with SCOEDD or to seek other options. Discussion followed on funding SCOEDD had leveraged to date for this position. Commissioner Kestner stressed the need for this employee to be knowledgeable of all of Lake County.

Commissioner Winters confirmed that he would like to see a full time Economic Director onsite in the future but understood that this was not likely for the upcoming year (2012-2013). He was comfortable with remaining with SCOEDD for the upcoming year as it was an annual contract. Discussion followed on the need for this position to require the employee hired to travel throughout the County and be able to fill other expectations as well.

Commissioner Shoun confirmed that he would abstain from any decision regarding the request made by the Chamber as he was a Chamber member and stressed the importance of managing the day to day duties for this position. Discussion continued on grant streams associated with the position and deadlines for submissions.

Mrs. Riley was asked if, once top candidates were identified, for this Board to be included in a second interview of candidates. Mrs. Riley agreed that this would be allowable. Discussion continued on hiring procedure for candidates.

Budget Hearing (continued from above):

Mrs. Crumrine discussed the new format being utilized by the County for publication and confirmed the noticing of this hearing in the Lake County Examiner. Discussion followed.

No public comment was received.

Hearing closed: 11:03 am
Mrs. Crumrine confirmed that final adoption and appropriation of the 2012/2013 Budget was scheduled for June 20th and that there were changes anticipated. Discussion followed on anticipated changes in funds such as the Fairgrounds (Roping Club), Road Department, Onsite Program and Airport Connect Program matches.

**Other Business (continued):**

*Budget Resolutions (cont.):*

**Resolution 2011-16 – Cell Phone Stipend:** This Resolution was in the matter of Appropriations Transfer in the amount of $500 due to the County cell phone policy in one department (County Lands).

**Resolution 2011-17 – Surveyor:** This Resolution was in the matter of Appropriations Transfer in the amount of $200 in the Salary category budgeting error that required correction.

**Resolution 2011-18 – (discussed previously)**

**Resolution 2011-19 – Commission on Children and Families:** This Resolution was in the matter of Appropriations Transfer in the amount of $14,000 and was due to waiver of staff requirement by the State that has allowed more resources to be spent on materials and services. Discussion followed on conferences attended, unallocated provider programs and mileage/per diem.

**Resolution 2011-20 – Lake County Jail:** This Resolution was in the matter of Appropriations Transfer in the amount of $15,000 for potential additional materials and services authority due to unanticipated needs for inmate medical care. This amount was available within this departments own budget due to savings that had occurred in salaries.

Mrs. Crumrine confirmed that she was continuing to work with the Sheriff to cover costs for the recent search of a downed plane and pilot that had occurred.

**CCGF Funding Recommendations:** Commissioner Winters confirmed that Director Ronne Lindsay had provided information on this topic during the previous weeks Work Session and that this topic was for decision on June 6th. Discussion followed.

**Break:** 11:25 am
**Resume:** 11:39 am

**ADDITION:**

**Industrial Park Update:** Property and Lands Manager Bob Pardee addressed the Board asking to provide a brief update as Bruno Barde of ORSA Ventures was available for this discussion. The Board agreed.

Discussion occurred on the potential of leasing property located at the Industrial Park. ORSA Ventures had been in contact with local realtors regarding possible locations to fit their needs. Following those inquiries, the Industrial Park seemed to be the best fit. Mr. Pardee had been working with Mr. Barde on a six month lease agreement for one bay at $1,125 per month. Mr. Pardee asked the Board to approve the agreement contingent upon Legal Counsel input. The Board shared support of this agreement but stressed the need for the County to not compete with other local enterprises.
Commissioner Winters moved to approve the contract agreement between Lake County and ORSA Ventures for the use of one bay located at the Lake County Industrial Park contingent upon Legal Counsel approval. Commissioner Shoun second. Motion carried.

Addition:
Deschutes County IGA Amendment, Building Official Tony West: Mr. West confirmed that this Amendment was to extend the current contract and added an automatic renewal for one-year periods unless terminated by one or both parties.

Mr. West also provided a brief update on clarification that was occurring with the Harney County/Lake County Onsite Agreement. The Department of Environmental Quality had requested clarification on language included. Discussion followed on the need for Harney County to have its own onsite person.

AcoTech IT Agreement: Mr. Pardee discussed changes that had been to the previously presented agreement for IT services for the County. These changes included the addition of a termination clause. Mr. Pardee stated that he would remain the contact person for IT needs and that this agreement was for PC and software support. Discussion followed.

Decision on this topic was scheduled for the June 6th Regular Session. Transition of duties was discussed and the importance of department heads moving forward to have IT concerns to the new IT person in a timely manner. Once this position was filled, the Board agreed that a meeting with all department heads needed in order to review the IT agreement and to be trained on the work order management system to be used.

Property and Lands Organization Discussion (maintenance), Manager Bob Pardee:

Mr. Pardee confirmed that currently there were one full time and two part-time employee hired for maintenance needs. During the budget process, the budget had been structured to allow for two full-time maintenance personnel. Discussion followed on maintenance items that needed attention and the increase of one part-time to full-time. Hiring procedures were reviewed and discussion followed on responsibilities of maintenance positions and management of those positions.

Funding for this proposed full-time position was discussed. Mr. Pardee stated that his proposal was for this position to be paid from multiple departments. Commissioner Winters stated that he did not want in the future to see this funded through General Fund dollars. Discussion followed on department budgets to be potentially affected by this position including Public Health, Community Corrections, Museum and Mental Health.

Decision on this topic was scheduled for the June 6th Regular Session meeting.

Courthouse Roof RFP, Land Manager Bob Pardee:

Mr. Pardee anticipated completion of this project in August and confirmed that it would involve an overlay over the existing Courthouse roof. The committee set to review RFP’s received was to include local contractor Rob Thornton, Lieutenant Paul Havel (Jail), Junior Gabriel (maintenance) and Mr. Pardee. Product to be installed and RFP presented were
discussed. Mr. Pardee was instructed to work with Building Official Tony West on potential structural issues for this project.

Break: 12:40 pm
Resume: 12:43 pm

Addition:
Airport RFP: Mr. Pardee confirmed that the current Airport contract was scheduled to expire in December. The Airport Committee had revised the previous RFP used to include the additional duties added over recent years. Discussion followed on items not currently included in the agreement used such as a manager for the Paisley Airport and compensation.

Previous duties and compensation for the Fixed Based Operator/Airport Manager were discussed. The Airport Advisory Committee had asked that the RFP be sent out without a payment range to begin with. If the responses received appeared to be too high, then the RFP could be rerun with a cost range included. Discussion followed on needs to be met at the Airport.

CCO Discussion: Commissioner Kestner asked if the Board wanted to send notification to the State of Oregon’s Health Authority to express the concerns and desires regarding the future Coordinated Care Organization (CCO) provider for Lake County. The Board agreed that direction needed to be forwarded and a follow-up made to Greater Oregon Behavioral Health (GOBHI). Discussion followed on the potential design of Lake County’s CCO.

Liaison Updates:
Commissioner Winters discussed the work to be done to the Lake County Museum and the potential of utilizing County maintenance staff to install the windows approved during the budget process. The Board agreed to have maintenance staff complete project. Discussion followed.

Commissioner Winters confirmed the Building Official Tony West had draw up plans for the purpose of connecting the two exhibit buildings located at the Lake County Fairgrounds. The Fair Board had not yet reviewed or approved the plans developed. Commissioner Winters was to present to the Fair Board for approval.

Commissioner Winters discussed the “Coats for Kids” program. The program was seeking collection places and Commissioner Winters felt that the foray in the Courthouse would be suitable as a drop off site. There was potential of the Warner Creek Correctional Facility to be utilized for washing/cleaning and minor repairs once the coats had been taken in and gone through.

Discussion followed on enforcement of the policy regarding agenda items to be submitted in a timely manner. The Administrative Assistant was directed to forward an email to department heads as a reminder of the policy in place in order for information presented to have adequate time for review.

Commissioner Kestner confirmed that he would be attending the upcoming Hay and Forage Committee meeting in Summer Lake this coming Thursday and asked for ideas on items to speak on. Discussion followed.
Commissioner Kestner confirmed that he was to be in Rock Springs Wyoming the upcoming week for the Cohesive Strategy discussion.

Commissioner Kestner discussed the recent request by the Lake County Chamber for a donation for the Fireworks fund and asked what the County was doing to recognize the 4th of July. Discussion followed.

Proposed policies previously presented by Public Health were discussed. These policies were to be presented for approval during the upcoming presentation of the updated Employee Handbook.

Commissioner Shoun confirmed that he was to attend the Association of Oregon Counties/Oregon Consortium meeting the following week. RWIB was to meet the same week.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 1:52 p.m.

Respectfully Submitted,

[Signature]
Denise Thorsted
Administrative Assistant

Board Approval,

[Signature]    [Signature]    [Signature]
Bradley J. Winters  Ken Kestner  Dan Shoun
Chairman  Vice Chairman  Commissioner