

INFORMAL SESSION MINUTES

March 19, 2012

2:00 p.m.

Commissioners' Office

PRESENT: Commissioners Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Chuck Vesper, Rick Sanai, Michelle Mathis, and Doug McGillivray.

Guests: Ossie Bladine, News-Register.

* indicates item forwarded to formal agenda

Leslie called the meeting to order at 2:02 p.m.

Safety Flyer - Michelle Mathis presented a safety flyer created for new employees (see Exhibit A), explaining that it incorporates information from past flyers and e-mail messages. She said that the Safety Committee hopes that by being proactive, it can reduce the number of incidents and get new employees thinking about safety.

Minutes - Mary moved approval of the following informal session minutes. The motion passed unanimously.

B. O. 12-143 - April 4-6, 2011, budget presentations

B. O. 12-144 - March 5, 2012

* See agenda for formal session minutes to be adopted.

* Contracts/Grants -Approve Agreement #4600009018 between HHS Public Health, provider, and Multnomah County for core medical and support services to low-income individuals with HIV/AIDS, \$36,250, retroactive to March 1, 2012, through February 28, 2013.

* Committees - Approve the reappointment of Charlene Gibb, Nancy Keim and Frank Sheridan to the Special Transportation Fund Advisory Committee for three-year terms to expire December 31, 2014.

Leslie stated that she would have Tonya Saunders get in touch with Paul Timmer to see if he wants to be reappointed to another term.

Emergency Management - Doug McGillivray presented an update on Emergency Management activities (see Exhibit B). He said that he plans to start the Emergency Operations Center (EOC) refresher training the first of May. The Board reviewed a preliminary draft of the Mass Fatalities Plan.

Doug explained that Craig Fugate, Administrator of FEMA, had made a unilateral decision without input to make certain private sector organizations eligible to participate in the Emergency Management Performance Grants (EMPG) program, which would dilute the funding

to the point where counties would get virtually nothing. He stated that many in the emergency management community had joined together to send letters of concern to Administrator Fugate and others, and the decision had been reversed. He said that he would continue to monitor the issue closely.

He discussed a required statewide earthquake exercise for government agencies scheduled for October 19, and said that he would also incorporate an evacuation drill into the exercise, as well as a test meeting of the EOC team following the exercise. He discussed disaster declarations in adjoining counties and stated that although there has been some damage to Yamhill County roads, it doesn't come close to the threshold for FEMA funding. He noted that the county could apply for some mitigation money from the state.

The meeting adjourned at 2:45 p.m.

Anne Britt
Secretary



Welcome to the Yamhill County Campus!
Your Employee Safety Advisory Committee
offers some tips to keep you safe.

Weather

- Watch your footing around wet leaves on steps, sidewalks, and near icy, snow-covered curbs—*painted curb edges can be especially slippery.*
- Be cautious of spiky seedpods on walkways and in parking areas, especially in ice and snow.
- Shake water off umbrellas before entering a building.
- Dry your feet on entry carpets before stepping onto linoleum or stairs.
- In case of inclement weather, check the status of the Courthouse by dialing the main Courthouse number, 503 472-9371 or 503 538-7302. The after hours greeting will be updated to let you know if the Courthouse is closed. Clarify with your supervisor prior to inclement weather, what it means to your department when the Courthouse is closed.

Safety

- Use pedestrian crossings.
- Be cautious when walking to/from parking lots, especially in dark areas. Even if you use pedestrian crossings, drivers may not see you.
- When you're behind the wheel, drive with care. The Yamhill County Campus is a busy pedestrian and vehicular traffic area with a lot of people unfamiliar with the area.
- Pay extra attention to your surroundings if you are using an electronic device while walking.
- Extension cords are prohibited.
- Plug surge protectors directly into the wall outlet. Never plug a surge protector into another surge protector.
- Use handrails on ramps and inner and outer stairways.
- All office heaters:
 - must be plugged into a wall socket or a surge protector, not into an extension cord;
 - must automatically turn off when tipped over;
 - must not be located near recycling bags, stacks of paper or other flammable items; and
 - must be turned off at the end of the day.

Other

- Lock your car; theft has occurred.
- No candles or other flames are allowed.
- Be considerate of fellow employees when using scented room fresheners.
- Report on-the-job accidents to your supervisor as soon as possible.
- Discuss safety concerns with your manager immediately.
- Participate in all fire drills by evacuating your building as directed.
- Contact your supervisor regarding:
 - location of first aid kit
 - location of MSDS sheets; and
 - the place to gather outside your building during a fire drill.
- Follow safety precautions and never leave a microwave in use unattended.

If you have questions concerning this information, please contact Michelle Mathis, committee chair, at x4525.

Exhibit A 1/1
April 2012



YAMHILL COUNTY EMERGENCY MANAGEMENT

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BOC Briefing March 19, 2012

Training:

CERT:

Week 5 of a class for the Ladd Hill Neighborhood Association

EOC, IMT

Am developing a schedule for refresher training for all those assigned to the EOC to manage an emergency or disaster. Training will include a small table top for all involved.

Integrated Emergency Management Course:

EM has applied for a local IEMC to be conducted by FEMA/DHS here in Yamhill County. No word yet.

Plans:

MFP:

Mass Fatalities Plan. In the final stages, final draft due April 2, 2012.

Grants:

IECG

Interoperable Emergency Communications. \$250,000.00 to beef up the county's redundant communications capability.

EMPG:

Change in guidance for EMPG organizations.

Meetings:

OEMA:

Goal: Increased participation on the part of the private sector,

Disaster Recovery

FEMA held a small conference to discuss the roll-out of the Disaster Recovery Framework. This, if allowed to go through will require another plan.

Yamhill County Preparedness Fair:

Steering committee held its first meeting on March 16. Discussed the way forward and assigned a few key roles to individuals. Date set for Sept 29th.