

**INFORMAL SESSION MINUTES**

**March 18, 2013**

2:00 p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Kathy George and Allen Springer, with Commissioner Mary P. Stern being excused.

Staff: Chuck Vesper, Rick Sanai, Christian Boenisch, Pat Anderson, Brian Van Bergen, Gayle Jensen, Doug McGillivray, and Sue Lamb.

Guests: Nathalie Hardy, News-Register; Jody Christensen and Amy Jauron, McMinnville Economic Development Partnership.

\* indicates item forwarded to formal agenda

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

\* Personnel - Pat Anderson presented personnel requests from various departments. See formal session agenda for details.

Brian Van Bergen discussed the need to make sure all voters are assigned to the correct precincts after the recent redistricting, and to make sure the appropriate taxing services, such as rural fire districts, are identified for each voter. He said that the most effective approach to get this done before ballot envelopes are printed for the next election would be to use additional staff to review and verify records. Gayle stated that she has been working on the project, and it is very tedious and labor-intensive.

Brian stated that he would like to use Jan Coleman for the project because of her knowledge of the software, and he may supplement that with help from Assessor's Office staff, if available, or staff from another county. He said that he believes the project can be accomplished in the time Jan has available, although the cost may exceed his current budget.

Chuck Vesper stated that there is currently enough in Brian's budget to cover Jan's extra time, but he could come back to the Board if funds get tight. Allen recommended that Brian bring on extra help as he feels is best. Kathy stated that Brian has the Board's support in getting the project done as soon as possible.

Emergency Management - Doug McGillivray provided an update on Emergency Management activities (see Exhibit A). Sue Lamb stated that there has been a tremendous response so far from jurisdictions interested in participating in the Integrated Emergency Management Course, and she will need to pare that down to 50 participants. Doug discussed the need for a Memorandum of Understanding with the City of McMinnville regarding a joint Emergency Operations Center (EOC) at the city's facility for large-scale emergencies. He stated that the city's facility is larger and more likely to withstand a major earthquake, and this would fulfill a legal requirement for redundancy. He explained that the county would still retain equipment in its own EOC to use for smaller events and county-centered activities.

GROW Yamhill County - Jody Christensen provided the third quarterly update on the GROW Yamhill County project (see Exhibit B). She reviewed progress on the six deliverables and stated that the work group members have been able to accomplish a great deal of work in only three hours per month because of their aggressive approach. She said that the work group has allowed 65 people from around the county to get to know each other and build valuable relationships, which is an important part of the process and takes time. Kathy stated that it is exciting to see the enthusiasm shown by so many and the progress that has been made.

\* Contracts/Grants - See agenda for details.

The meeting adjourned at 2:50 p.m.

Anne Britt  
Secretary



## YAMHILL COUNTY EMERGENCY MANAGEMENT

---

414 NE Evans Street • McMinnville, OR 97128-4523  
(503) 434-7340 • Fax (503) 474-4909 • TTY (800) 735-2900  
[www.co.yamhill.or.us](http://www.co.yamhill.or.us)

### **BOC Briefing March 18, 2013**

#### **Training:**

- Integrated Emergency Management Course: April 29-May2, 2013.
- Type III All Hazard PIO Class, April 22-26, 2013
- ICS 300/400, April 8-10, 2013
- Training begins this week for all EOC staff members

#### **EOC:**

Working on developing a joint EOC with McMinnville

#### **Grants:**

EMPG (Emergency Management Performance Grant)  
2013-2014 Approx \$105, 000

#### **CERT:**

One class just concluded and one underway

#### **EOP's:**

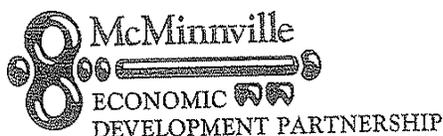
All City EOP's are in final draft format and will remain so through the IEMC. After the exercise, EOP's will be amended as needed and submitted for approval.

#### **EM ORDINANCE:**

Revision to be submitted for approval next week.

#### **PLANS:**

County Communications Plan to be submitted shortly for approval.



March 18, 2013 Quarterly Update

The McMinnville Economic Development Partnership will execute the following deliverables by June 30, 2013. The MOU started on July 1, 2012.

#### STATEMENT OF WORK

- 1) Establish an ad hoc county-wide workgroup with representatives from various industries, cities, community organizations, and the County. (Established September 2012/monthly 3-hour meetings)
- 2) Develop a Yamhill County Economic Strategic Plan for consideration by the Yamhill County Board of Commissioners. (Draft to be delivered on April 3, 2013)
- 3) Execute a phase one web presence for GROW Yamhill County. (Facebook launched in September 7, 2013/LinkedIn opened March 2013/Web beta test to be delivered April 2013)
- 4) Provide formal proposal submissions and site selector hosting services for traded sector recruitments in Yamhill County. (On going/trained workgroup on March 12, 2013)
- 5) Submit a memorandum for recommendations to the Yamhill County Revolving Fund (YCRF) Loan for the Yamhill County Board of Commissioners consideration. (To be completed by June 30, 2013)
- 6) Present two (2) pilot project plans to the Yamhill County Board of Commissioners for consideration.

Examples of these pilot economic development plans may include:

- a) A pilot project for immediate job creation or retention, such as assisting an existing company's expansion/retention or recruiting a new business to Yamhill County. (Construction Equipment Company – October 2012)
- b) A pilot project to assist a community in longer-term economic development planning, such as helping an industrial site to become "shovel-ready", planning for necessary infrastructure (roads, water, sewer, electricity), etc.