

# **ANNOTATED AGENDA**

Tuesday, May 1, 1990 - 9:30 AM  
Multnomah County Courthouse, Room 602

## **PLANNING ITEMS**

*Chair Gladys McCoy convened the meeting at 9:30 a.m., with Vice-Chair Gretchen Kafoury, Commissioners Pauline Anderson, Rick Bauman and Sharron Kelley present.*

5. RPD 1-90 and LD 1-90 Adoption of the Decision with findings for RPD 1-90 and LD 1-90 (continued from 4/24/90)

**COUNTY COUNSEL JOHN DuBAY DISCUSSED APRIL 27, 1990 LETTER FROM APPLICANT'S ATTORNEY STEVEN JANIK REGARDING TIMING ISSUES AND PRESENTED LEGAL OPINION THAT BOARD CAN PROCEED WITH ITS DECISION TODAY PLANNER LORNA STICKEL ADVISED STAFF HAS SUBMITTED A PROPOSED ORDER. CHAIR McCOY DIRECTED THAT OTHER PLANNING ITEMS BE CONSIDERED FIRST.**

Decisions of the Planning Commission of April 9, 1990:

1. CS 2-90 Approve, subject to conditions, change in zone designation from CFU-80 to CFU-80, C-S, community service, in order to develop the site with an 18-hole golf course with a clubhouse, caretaker's quarters structure and a shop building, all for property located at 21881 NW St. Helens Road.
2. CU 6-90 Approve, subject to conditions, conditional use request to develop this site with a non-resource related single family residence, for property located at 6189 NW Cornell Road
3. CU 4-90 Deny requested conditional use request to use an existing commercial building as a refrigeration equipment repair shop for property located at 35905 East Crown Point Highway.

**AT THE REQUEST OF CHAIR McCOY,  
FOLLOWING DISCUSSION WITH MS. STICKEL,  
AND UPON MOTION OF COMMISSIONER**

**KELLEY, SECONDED BY COMMISSIONER ANDERSON, DECISIONS 1, 2 AND 3 WERE UNANIMOUSLY ACCEPTED.**

5. RPD 1-90 and LD 1-90 Adoption of the Decision with findings for RPD 1-90 and LD 1-90 (continued from 4/24/90)

**PLANNER MARK HESS EXPLANATION OF PROPOSED FINAL ORDER. MR. DuBAY, MS. STICKEL AND MR. HESS RESPONSE TO COMMISSIONER BAUMAN'S QUESTIONS CONCERNING TIMELINES OF PLANNING COMMISSION DECISION, FILING A NOTICE OF REVIEW, APPEAL PERIODS PRIOR TO ADOPTION OF A FINAL ORDER, AND BOARD PLANNING MEETINGS. IN RESPONSE TO COMMISSIONER BAUMAN EXPRESSING CONCERN OVER POSSIBLE CLOUD ON LAND USE DECISIONS, CHAIR McCOY DIRECTED PLANNING STAFF TO BEGIN PROCESS TO ADDRESS ORDINANCE LANGUAGE AMBIGUITIES REGARDING DATES PLANNING AND ZONING DECISIONS BECOME FINAL. AT THE REQUEST OF CHAIR McCOY, COMMISSIONER KELLEY MOVED, SECONDED BY COMMISSIONER ANDERSON, APPROVAL OF THE FINAL ORDER. STEVEN JANIK ADVISED HE REFERRED MR. DuBAY TO A COURT OF APPEALS CASE THAT SAYS THE DEFECT COMPLAINED OF IS JURISDICTIONAL, IN THAT THE BOARD FAILED TO ACT WITHIN 120 DAYS AS ESTABLISHED UNDER ITS OWN PROCEDURES AS WELL AS STATE LAW. MR. JANIK COMMENTED IN OPPOSITION TO THE PROPOSED FINDINGS, ADVISING HE BELIEVES THEY ARE NOT SUPPORTED BY SUBSTANTIAL EVIDENCE, THAT A NUMBER OF THEM ARE CONCLUSIONARY AND NOT FINDINGS OF FACT, AND THAT THEY DO NOT ADDRESS THE EVIDENCE SUBMITTED BY APPLICANT OR APPLICABLE LEGAL CRITERIA ADDRESSED BY APPLICANT. FINAL ORDER 90-66 DENYING RPD 1-90 AND LD 1-90 IN THE MATTER OF THE REVIEW OF THE PLANNING COMMISSION DECISIONS WHICH APPROVED "SKYLINE**

**MEADOWS", A 12-LOT RURAL PLANNED  
DEVELOPMENT AND LAND DIVISION  
UNANIMOUSLY APPROVED.**

4. PD 1-90 Review the decision of the Planning Commission of February 26, 1990, denying requested change in zoning designation from LR-10, low density residential district (minimum lot size of 10,000 square feet) to LR-7, low density residential district (minimum lot size of 7,000 square feet) for the northerly portion of the subject site; thereby disallowing a planned development for the entirety of the site, which would have allowed its development with a 124-unit mobile home park, all property located at 13300 SE Holgate Blvd. This item has been appealed by the applicant. Scope of Review: On the record plus additional testimony regarding the topographic aspects of the site and flooding. Oral Argument: 20 minutes per side to present oral argument to the Board.

**LORNA STICKEL EXPLAINED PLANNER BOB HALL IS UNABLE TO BE HERE TODAY. MS. STICKEL AND MARK HESS PRESENTED STAFF REPORT, DISCUSSED FILLING IN THE FLOOD FRINGE AREA, GRADING AND EROSION CONTROL STANDARDS, AND HOLGATE LAKE AND JOHNSON CREEK FLOODPLAIN ISSUES. MS. STICKEL ADVISED MR. HALL HAS BEEN IN CONTACT WITH FEDERAL EMERGENCY MANAGEMENT AGENCY AND DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT AND WAS INFORMED THE PROPERTY IS NOT WITHIN THE ACTIVE MOVING WATER AREA OF THE JOHNSON CREEK FLOODPLAIN, BUT STAFF FEELS THAT THE BOARD HAS THE LATITUDE UNDER THE DEVELOPMENT LIMITATIONS POLICY OF THE FRAMEWORK PLAN TO REQUIRE THAT ADDITIONAL ANALYSES AND ASSURANCES BE MADE TO ASSURE THAT ANY FILLING IN THE AREA WOULD NOT HAVE AN IMPACT ON ADJACENT RESIDENCES. IN RESPONSE TO QUESTIONS OF CHAIR McCOY, MS. STICKEL ADVISED MANY RESIDENCES WERE BUILT BEFORE THE 100 YEAR FLOODPLAIN MAPPING WAS DONE IN THE 1970'S, BUT SINCE ADOPTION OF THE COUNTY FLOODPLAIN ORDINANCE, NEW**

DEVELOPMENTS ARE REQUIRED TO BE ELEVATED SO THE FIRST HABITABLE FLOOR OF THE STRUCTURE IS LOCATED ABOVE THE 100 YEAR FLOOD LEVEL, EITHER BY RAISING THE FOUNDATION OR WITH A FILL. MS. STICKEL SUBMITTED A COPY OF AN APRIL 27, 1990 LETTER FROM DLCD ADVISING THE PROPOSED PROPERTY IS WITHIN THE 100 YEAR FLOODPLAIN, THAT MOST OF THE LOCAL FLOODING IS NOT ASSOCIATED WITH JOHNSON CREEK, BUT WITH THE CLOSED BASIN IN WHICH NEIGHBORS RESIDE. MS. STICKEL ADVISED THAT DRAINAGE HAS NO WHERE TO GO WITHIN THE CLOSED DEPRESSION AND CANNOT PENETRATE THE IMPERMEABLE LAYER. IN RESPONSE TO QUESTIONS OF COMMISSIONER ANDERSON, MS. STICKEL EXPLAINED THE ISSUE TO BE CONSIDERED AND ADDRESSED CONCERNS THE PROPOSED SITE WHICH IS A LARGE PORTION OF THE CLOSED BASIN, AND WHETHER IF ONE AREA IS FILLED AND ANOTHER NOT FILLED, WILL IT RESULT IN ADDITIONAL WATERS BEING DIRECTED TO ANOTHER AREA AND THEREFORE PERHAPS ENLARGING THE AREA OF FLOODING. MR. HESS, APPLICANT JEFFREY PAYNE AND AREA NEIGHBOR LEO BASCH PRESENTED SLIDES OF PROPOSED SITE AND RESPONDED TO BOARD QUESTIONS. GORDON DAVIS, ATTORNEY REPRESENTING APPLICANT, TESTIFIED IN SUPPORT OF REZONING AND CONCEPT DEVELOPMENT PLAN APPROVAL. USING 1963 FLOODPLAIN AND CURRENT MAPS, MR. DAVIS SUBMITTED AND DISCUSSED AN APRIL 27, 1990 LETTER FROM JOSEPH HOWE, HYDROLOGIST WITH ODGEN BEEMAN & ASSOCIATES, ADDRESSING PROBABLE CAUSES OF FLOODING AND WHETHER ADDITIONAL FILL MAY SIGNIFICANTLY EFFECT THE FLOOD ELEVATION IN THE AREA. LEO BASCH, REPRESENTING AREA NEIGHBORS, TESTIFIED IN OPPOSITION TO THE PROPOSED DEVELOPMENT, USING AN AERIAL PHOTO DEPICTING HOLGATE LAKE AREA AND CITING



SECTIONS OF THE APRIL 27, 1990 DLCD LETTER AND A MARCH 2, 1987 DAVID DOUGLAS SCHOOL DISTRICT REAL ESTATE MEMORANDUM OF OPINION. MR. BASCH RESPONDED TO BOARD QUESTIONS, ADVISING HE FEELS THE AREA WOULD BE MORE APPROPRIATE FOR ANY LARGE DEVELOPMENT WITH OPEN SPACE AND A MINIMUM OF ASPHALT AND DRIVEWAYS IN HEARING HELD, AND THAT HE WOULD NOT OBJECT TO THE PROPOSED DEVELOPMENT OCCURRING EAST OF THE AREA. MR. DAVIS REBUTTAL TESTIMONY, ADVISING THAT THE FILL WILL BE REDONE AND THAT APPLICANT PROPOSES LEAVING THE NORTHERN AREA UNDEVELOPED. MR. DAVIS RESPONDED TO BOARD QUESTIONS CONCERNING FLOODING AND FILL. COMMISSIONER KELLEY MOVED, SECONDED BY COMMISSIONER ANDERSON, TO SUPPORT THE PLANNING COMMISSION DECISION TO DENY THE REQUEST. COMMISSIONER KELLEY ADVISED SHE SUPPORTS THE MOBILE HOME DEVELOPMENT BUT IS NOT PERSUADED THAT THIS PROPOSAL WOULD NOT HARMFULLY IMPACT THE NEIGHBORS. COMMISSIONER KAFOURY ADVISED SHE FEELS APPLICANT HAS MADE SIGNIFICANT CONCESSIONS TO RESPOND TO PLANNING COMMISSION CONCERNS, AND THAT THIS BOARD COULD PUT ADDITIONAL CONDITIONS ON APPLICATION TO ASSURE FLOODING POTENTIAL IS MITIGATED AS MUCH AS POSSIBLE. COMMISSIONER BAUMAN ADVISED HE WOULD SUPPORT A MOTION TO ALLOW THE DEVELOPMENT WITH POTENTIAL CONDITIONS ADDED IN TERMS OF THE TRANSITION OF THE FILL INTO NEIGHBORING LOTS. CHAIR McCOY EXPRESSED CONCERN WITH ALLOWING DEVELOPMENT IN A FLOODPLAIN AREA. IN RESPONSE TO A QUESTION OF CHAIR McCOY, MR. HESS ADVISED THAT PLANNING STAFF COULD CRAFT CONDITIONS TO MITIGATE FLOOD HAZARDS TO NEIGHBORS AND PERSPECTIVE MOBILE HOME RESIDENTS AS PART OF DESIGN

**REVIEW OF THE PROJECT, IMPOSE CONDITIONS REQUIRING THAT THE DEVELOPER PROVIDE ENGINEERING AND HYDROLOGIC ANALYSES IDENTIFYING FLOOD IMPACTS FROM THE PROPOSED FILL; CONDITIONS ASSURING THEY DO NOT INCREASE STORMWATER RUNOFF TO SURROUNDING PROPERTY OWNERS; AND CONDITIONS REQUIRING THAT ANY FILL AREAS HAVE TRANSITIONS OF AT LEAST A THREE TO ONE SLOPE, SO THE NEIGHBORS WOULD HAVE NO ABRUPT EDGES OF FILL TO LOOK AT. COMMISSIONER KELLEY ASKED IF A CONDITION COULD BE PLACED REQUIRING A PERFORMANCE BOND OR SOME OTHER KIND OF ASSURITY FROM APPLICANT AND SUGGESTED THAT STAFF LOOK AT WHETHER 117 UNITS IS THE APPROPRIATE INTENSITY FOR THE DEVELOPMENT. FOLLOWING DISCUSSION WITH CHAIR McCOY, MR. HESS AND MR. DuBAY, AND UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER ANDERSON, IT WAS UNANIMOUSLY APPROVED THAT THE DECISION IN THIS MATTER BE CONTINUED ONE WEEK, TO TUESDAY, MAY 8, 1990, IN ORDER TO ALLOW STAFF TO PREPARE THE RECOMMENDED CONDITIONS AS DISCUSSED.**

*There being no further business, the planning meeting was adjourned at 11:25 a.m. and the formal meeting was convened at 11:35 a.m.*

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Tuesday, May 1, 1990 - 10:30 AM  
Multnomah County Courthouse, Room 602

### **FORMAL AGENDA**

#### **NON-DEPARTMENTAL**

- R-1      In the Matter of Re-appointments to the Investment Advisory Board - Rebecca Marshall, George Scherzer and Richard Harris. All terms expire 1993

***UPON MOTION OF COMMISSIONER ANDERSON,  
SECONDED BY COMMISSIONER KAFOURY, R-1  
WAS UNANIMOUSLY APPROVED.***

R-2            Proclamation in the Matter of Proclaiming May 7, 1990 as  
NATIONAL NURSES' DAY in Multnomah County

***UPON MOTION OF COMMISSIONER ANDERSON,  
SECONDED BY COMMISSIONER KAFOURY,  
PROCLAMATION 90-67 WAS UNANIMOUSLY  
APPROVED.***

R-3            Proclamation in the Matter of Proclaiming April 21 through May 19 as  
1990 PORTLAND AREA CLEANUP/BAG-A-THON MONTH in  
Multnomah County

***COMMISSIONER        ANDERSON        MOVED,  
SECONDED BY COMMISSIONER KAFOURY,  
APPROVAL OF R-3. NANCY BIASI, CITY OF  
PORTLAND OFFICE OF NEIGHBORHOOD  
ASSOCIATIONS        EXPLANATION        AND  
PRESENTATION OF PROJECT COORDINATORS  
HANDBOOK AND T-SHIRTS TO BOARD  
MEMBERS.        PROCLAMATION        90-68  
UNANIMOUSLY APPROVED.***

#### **DEPARTMENT OF ENVIRONMENTAL SERVICES**

R-4            Resolution in the Matter of Endorsing Ballot Measure 1

***FOLLOWING EXPLANATION, COMMISSIONER  
ANDERSON MOVED, SECONDED BY  
COMMISSIONER KAFOURY, APPROVAL OF R-4.  
LARRY NICHOLAS AND STEVE SEGAL  
EXPLANATION AND RESPONSE TO BOARD  
QUESTIONS AND DISCUSSION. RESOLUTION 90-  
69 UNANIMOUSLY APPROVED.***

#### **SERVICE DISTRICTS**

(Recess as the Board of County Commissioners and convene as the  
Governing Body of Dunthorpe-Riverdale Service District No. 1)

- R-5 Budget Modification DES #16 Authorizing transfer of \$17,865 from Dunthorpe-Riverdale Service District No. 1 General Fund Contingency to Materials and Services for sewage treatment and system maintenance

***RICHARD HOWARD EXPLANATION. UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KELLEY, R-5 WAS UNANIMOUSLY APPROVED.***

(Recess as Dunthorpe-Riverdale Service District No. 1 and convene as the Governing Body of West Hills Service District)

- R-6 In the Matter of Approval of the West Hills Service District Budget to revise appropriations and unappropriated balance prior to submitting budget to Tax Supervising and Conservation Commission

***RICHARD HOWARD EXPLANATION. UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KELLEY, R-6 WAS UNANIMOUSLY APPROVED.***

(Recess as the Governing Body of West Hills Service District and reconvene as the Board of County Commissioners)

### **DEPARTMENT OF GENERAL SERVICES**

- R-7 Budget Modification DGS #16 for the establishment of three new Residential Property Appraiser positions in the Division of Assessment & Taxation

***JANICE DRUIAN EXPLANATION. UPON MOTION OF COMMISSIONER KAFOURY, SECONDED BY COMMISSIONER ANDERSON, R-7 WAS UNANIMOUSLY APPROVED.***

- R-9 Budget Modification DGS #17 requesting approval of the transfer of \$21,000 from Personnel Services (5100) to Postage (6200) in Assessment & Taxation Appraisal

***JANICE DRUIAN EXPLANATION. UPON MOTION OF COMMISSIONER KAFOURY, SECONDED BY***

**COMMISSIONER KELLEY, R-9 WAS  
UNANIMOUSLY APPROVED.**

- R-8 Ratification of an Intergovernmental Agreement to allow the County's contract for the purchase of Herman Miller furnishings to be used by the Unified Sewerage Agency of Washington county in accordance with Bid B43-100-3028

**FOLLOWING EXPLANATION AND UPON MOTION  
OF COMMISSIONER ANDERSON, SECONDED BY  
COMMISSIONER KELLEY, R-8 WAS  
UNANIMOUSLY APPROVED.**

- R-10 In the Matter of Ratification of the Deputy Sheriffs Labor Agreement pursuant to the award of Arbitrator Gary Axon

**DARRELL MURRAY EXPLANATION. UPON  
MOTION OF COMMISSIONER KAFOURY,  
SECONDED BY COMMISSIONER KELLEY, R-10  
WAS UNANIMOUSLY APPROVED.**

**DEPARTMENT OF HUMAN SERVICES**

- R-11 Ratification of an Intergovernmental Agreement Amendment #2 with Mt. Hood Community College and the Developmental Disabilities Program. Decreases Work Activity Center funding to Mt. Hood by (\$3,557.84) due to the transfer of slots to another provider

**FOLLOWING EXPLANATION AND UPON MOTION  
OF COMMISSIONER BAUMAN, SECONDED BY  
COMMISSIONER ANDERSON, R-11 WAS  
UNANIMOUSLY APPROVED.**

- R-12 Budget Modification DHS #50 requests approval of several appropriation changes to the Health Division budget reflecting Revisions #3 and #4 on Intergovernmental Agreement with the Oregon State Health Division Grant (next 2 items)

- R-13 Ratification of an Intergovernmental Agreement Amendment #3 with Oregon State Health Division to provide additional funds \$127,950, for various programs funded by the State Health Division

- R-14            Ratification of an Intergovernmental Agreement Amendment #4 with Oregon State Health Division provides additional funds \$2,400, for Central Drug Purchasing. These grant revisions must be processed simultaneously with Bud Mod DHS #50

***FOLLOWING EXPLANATION AND UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KAFOURY, ITEMS R-12, R-13 AND R-14 WERE UNANIMOUSLY APPROVED.***

**NON-DEPARTMENTAL**

- R-15            Budget Modification MCSO #2 requests approval of reclassification of three positions in the Sheriff's Office budget, changing two existing positions to higher classifications and changing one position to a lower classification

***UPON MOTION OF COMMISSIONER KAFOURY, SECONDED BY COMMISSIONER BAUMAN, R-15 WAS UNANIMOUSLY APPROVED.***

- R-16            Ratification of an Intergovernmental Agreement with the US Department of Agriculture/Forest Service for Multnomah County Sheriff's Office (MSCO) to enforce Federal/State laws and regulation in the National Forest

***FOLLOWING EXPLANATION, COMMISSIONER KAFOURY MOVED, SECONDED BY COMMISSIONER KELLEY, APPROVAL OF R-16. RANDY AMUNDSON EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. R-16 UNANIMOUSLY APPROVED.***

- R-17            Request for Approval of Notice of Intent for the Sheriff's Office, Law Enforcement Division, to join the City of Gresham Fire Department in responding to the State of Oregon's request for proposals to develop a Regional Hazardous Materials Emergency Response Team - booklet on file in the Clerk's Office

***COMMISSIONER KAFOURY APPROVED, SECONDED BY COMMISSIONER BAUMAN, APPROVAL OF R-17. RANDY AMUNDSON ADVISED JOE PARROTT OF GRESHAM HERE TO ANSWER QUESTIONS. PENNY MALMQUIST***

**EXPLANATION.  
APPROVED.**

**R-17 UNANIMOUSLY**

*There being no further business, the formal meeting was adjourned at 12:05 p.m. and the work session was convened at 1:40 p.m.*

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Tuesday, May 1, 1990 - 1:30 PM  
Multnomah County Courthouse, Room 602

**WORK SESSION**

1. Public Safety Budget Discussion to include Board of County Commissioners, Sheriff, District Attorney, and staff on full range of sanctions for offenders. Goal is to determine priorities for funding of public safety programs.

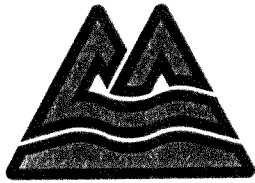
**GRANT NELSON, CARY HARKAWAY, WAYNE SALVO, SHERIFF ROBERT SKIPPER, GARY WALKER, LARRY REILLY AND MICHAEL SCHRUNK PRESENTATIONS AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. WORK SESSION CONTINUED TO 9:00 AM, WEDNESDAY, MAY 9, 1990 WITH PARTICIPATION OF BOARD, SHERIFF, DA, DJS AND DHS STAFF. DJS STAFF DIRECTED TO PROVIDE BOARD WITH COPIES OF SENATE BILL 1065 AND CRIMINAL JUSTICE POLICY.**

*There being no further business, the work session was adjourned at 3:15 p.m.*

OFFICE OF THE BOARD CLERK  
FOR MULTNOMAH COUNTY, OREGON

**Deborah L. Bogstad**

Deborah L. Bogstad



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308  
PAULINE ANDERSON • DISTRICT 1 • 248-5220  
GRETCHEN KAFOURY • DISTRICT 2 • 248-5219  
RICK BAUMAN • DISTRICT 3 • 248-5217  
SHARRON KELLEY • DISTRICT 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

April 30 - May 4, 1990

Tuesday, May 1, 1990 - 9:30 AM - Planning Items . . . Page 2

Tuesday, May 1, 1990 - 10:30 AM - Formal . . . . . Page 3

Tuesday, May 1, 1990 - 1:30 PM - Work Session . . . . Page 5

Thursday, May 3, 1990 - NO MEETING - FORMAL ON TUESDAY,  
MAY 1, 1990

PLEASE NOTE CHANGE IN FORMAL MEETING DATE

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:

Thursday, 10:00 PM, Channel 11 for East and West side subscribers

Friday, 6:00 PM, Channel 27 for Paragon Cable (Multnomah East) subscribers

Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers



Tuesday, May 1, 1990 - 9:30 AM

Multnomah County Courthouse, Room 602

PLANNING AGENDA

Decisions of the Planning Commission of April 9, 1990

1. CS 2-90

Approve, subject to conditions, change in zone designation from CFU-80 to CFU-80, C-S, community service, in order to develop the site with an 18-hole golf course with a clubhouse, caretaker's quarters structure and a shop building, all for property located at 21881 NW St. Helens Road.

2. CU 6-90

Approve, subject to conditions, conditional use request to develop this site with a non-resource related single family residence, for property located at 6189 NW Cornell Road

3. CU 4-90

Deny requested conditional use request to use an existing commercial building as a refrigeration equipment repair shop for property located at 35905 East Crown Point Highway.

4. PD 1-90

Public Hearing-On the Record Plus Additional Testimony

Review the decision of the Planning Commission of February 26, 1990, denying requested change in zoning designation from LR-10, low density residential district (minimum lot size of 10,000 square feet) to LR-7, low density residential district (minimum lot size of 7,000 square feet) for the northerly portion of the subject site; thereby disallowing a planned development for the entirety of the site, which would have allowed its development with a 124-unit mobile home park, all property located at 13300 SE Holgate Blvd.

This item has been appealed by the applicant

Scope of Review: On the record plus additional testimony regarding the topographic aspects of the site and flooding.

Oral Argument: 20 minutes per side to present oral argument to the Board.

5. RPD 1-90 and LD 1-90

Adoption of the Decision with findings for RPD 1-90 and LD 1-90 (continued from 4/24/90)

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Tuesday, May 1, 1990, 10:30 AM

Multnomah County Courthouse, Room 602

**Formal Agenda**

REGULAR AGENDA

NONDEPARTMENTAL

- R-1 In the Matter of Re-appointments to the Investment Advisory Board - Rebecca Marshall, George Scherzer and Richard Harris. All terms expire 1993
- R-2 Proclamation in the Matter of Proclaiming May 7, 1990 as NATIONAL NURSES' DAY in Multnomah County
- R-3 Proclamation in the Matter of Proclaiming April 21 through May 19 as 1990 PORTLAND AREA CLEANUP/BAG-A-THON MONTH in Multnomah County

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-4 Resolution in the Matter of Endorsing Ballot Measure 1

SERVICE DISTRICTS

(Recess as the Board of County Commissioners and convene as the Governing Body of the Service District

- R-5 Budget Modification DES #16 Authorizing transfer of \$17,865 from Dunthorpe-Riverdale Service District No. 1 General Fund Contingency to Materials and Services for sewage treatment and system maintenance
- R-6 In the Matter of Approval of the West Hills Service District Budget to revise appropriations and unappropriated balance prior to submitting budget to Tax Supervising and Conservation Commission

(Recess as the Governing Body of the and reconvene as the Board of County Commissioners)

## DEPARTMENT OF GENERAL SERVICES

- R-7 Budget Modification DGS #16 for the establishment of three new Residential Property Appraiser positions in the Division of Assessment & Taxation
- R-8 Ratification of an Intergovernmental Agreement to allow the County's contract for the purchase of Herman Miller furnishings to be used by the Unified Sewerage Agency of Washington county in accordance with Bid# B43-100-3028
- R-9 Budget Modification DGS #17 requesting approval of the transfer of \$21,000 from Personnel Services (5100) to Postage (6200) in Assessment & Taxation Appraisal
- R-10 In the Matter of Ratification of the Deputy Sheriffs Labor Agreement pursuant to the award of Arbitrator Gary Axon

### CONTRACT AVAILABLE IN THE CLERK'S OFFICE

## DEPARTMENT OF HUMAN SERVICES

- R-11 Ratification of an Intergovernmental Agreement Amendment #2 with Mt. Hood Community College and the Developmental Disabilities Program. Decreases Work Activity Center funding to Mt. Hood by (\$3,557.84) due to the transfer of slots to another provider
- R-12 Budget Modification DHS #50 requests approval of several appropriation changes to the Health Division budget reflecting Revisions #3 and #4 on Intergovernmental Agreement with the Oregon State Health Division Grant (next 2 items)
- R-13 Ratification of an Intergovernmental Agreement Amendment #3 with Oregon State Health Division to provide additional funds \$127,950, for various programs funded by the State Health Division. These grant revisions must be processed simultaneously with Bud Mod DHS #50
- R-14 Ratification of an Intergovernmental Agreement Amendment #4 with Oregon State Health Division provides additional funds \$2,400, for Central Drug Purchasing. These grant revisions must be processed simultaneously with Bud Mod DHS #50

## NONDEPARTMENTAL

- R-15 Budget Modification MCSO #2 requests approval of reclassification of three positions in the Sheriff's Office budget, changing two existing positions to higher classifications and changing one position to a lower classification

- R-16 Ratification of an Intergovernmental Agreement with the U.S. Department of Agriculture/Forest Service for Multnomah County Sheriff's Office (MSCO) to enforce Federal/State laws and regulation in the National Forest
- R-17 Request for Approval of Notice of Intent for the Sheriff's Office, Law Enforcement Division, to join the City of Gresham Fire Department in responding to the State of Oregon's request for proposals to develop a Regional Hazardous Materials Emergency Response Team - booklet on file in the Clerk's Office
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Tuesday, May 1, 1990 - 1:30 PM

Multnomah County Courthouse, Room 602

**WORK SESSION**

1. Public Safety Budget Discussion to include Board of County Commissioners, Sheriff, District Attorney, and staff on full range of sanctions for offenders. Goal is to determine priorities for funding of public safety programs

**TIME CERTAIN 1:30 PM**

**PUBLIC TESTIMONY WILL NOT BE TAKEN AT INFORMAL MEETINGS**

0701C.28-32  
cap



# GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204  
(503) 248-3308

## M E M O R A N D U M

TO : Clerk of the Board  
FROM : Delma Farrell  
DATE : April 24, 1990  
RE : Agenda Submissions  
Week of April 30-May 4, 1990

### INFORMAL SUBMISSIONS:

No submissions.

### FORMAL SUBMISSIONS.

1. Submitted By Dick Howard/Bob McRae - DES. DES Budget Modification #16 authorizes transfer of \$17,865 from Dunthorpe-Riverdale Service District No. 1 General Fund Contingency to Materials & Services for sewage treatment and system maintenance.
2. Submitted by Dick Howard - DES. Request for approval of West Hills Service District Budget to revise appropriations and unappropriated balance prior to submitting budget to Tax Supervising and Conservation Commission.
3. Submitted by Susan Clark - DHS. Request for ratification of amendment #2 to Intergovernmental Agreement between Mt. Hood Community College and the Developmental Disabilities Program. Decreases Work Activity Center funding to Mt. Hood by (\$3,557.84) due to the transfer of slots to another provider.
4. Submitted by Scott Clement/Tom Fronk - DHS. DHS Budget Modification #50 requests several appropriation changes to the Health Division budget reflecting Revisions 3 and 4 to the State Health Division grant. TO BE SUBMITTED WITH ITEM #5 BELOW.
5. Submitted by Scott Clement - DHS. Request for ratification of Intergovernmental Revenue Agreement (Revisions 3 & 4). Revision #3 for \$127,950 increasing State Health Division grant funds to reflect the receipt of funds for various programs and Revision #4 increasing State Health Division grant funds \$2,400 for Central Drug Purchasing. TO BE SUBMITTED SIMULTANEOUSLY WITH DHS BUD MOD #50 ABOVE.

AGENDA PLACEMENT MEMORANDUM

Week of 4/30-5/4/90

Page Two

6. Submitted by Darrell Murray - DGS. Request for ratification of Deputy Sheriffs Labor Agreement pursuant to the award of Arbitrator Gary Axon.
7. Submitted by Bob Ellis - DGS. DGS Budget Modification #16 establishes three property appraiser positions in the Residential section of Appraisal from May through June 1990, to allow early hiring and training of some people in positions budgeted for FY 90/91.
8. Submitted by Marion Grabarits -DGS. Intergovernmental Agreement to allow the County's contract for the purchase of Herman Miller furnishings to be used by Unified Sewerage Agency of Washington County in accordance with Bid No. B43-100-3028.
9. Submitted by Bob Ellis - DGS. DGS Budget Modification #17 to move funds from Personnel Services to Postage in A & T Appraisal.
10. Submitted by Kathy Millard - Chair's Office. In the Matter of Proclaiming May 7, 1990 as National Nurses' Day in Multnomah County, Oregon.
11. Submitted by Bob Showalter-Sheriff's Office. MCSO Budget Modification #2 to reclassify three positions in the Sheriff's Office budget, changing two existing positions to higher classifications and changing one position to a lower classification. There will be no cost to the general fund.
12. Submitted by Bob Showalter - Sheriff's Office. Request for ratification of Intergovernmental Agreement with U. S. Department of Agriculture/ Forest Service for Multnomah County Sheriff's Office to enforce federal and state laws and regulations in the National Forest.

C&D: The Original of this item is presently at CC's office awaiting signagure. Sandy Duffy said she would deliver it tomorrow (4/25).

Meeting Date: MAY 1 1990

Agenda No.: L-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Re-appointments to Investment Advisory Board

BCC Informal \_\_\_\_\_ (date) BCC Formal 5/2/90 (date)

DEPARTMENT Nondepartmental DIVISION County Chair's Office

CONTACT Judy Boyer TELEPHONE 248-3308

PERSON(S) MAKING PRESENTATION \_\_\_\_\_

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 2 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Re-appointments of Rebecca Marshall, George Scherzer and Richard Harris to the Investment Advisory Board. All terms expire 1993

1990 APR 28 AM 11:35  
CLERK OF COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gladys McCay  
Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

## INVESTMENT ADVISORY BOARD

\* David Boyer, Finance Director  
Multnomah County  
1120 SW 5th Avenue, Suite 1430  
Portland, Or 97024  
Phone: 248-3312

\* Patricia Shaw, Treasury Manager: Contact Person  
Multnomah County  
1120 SW 5th Avenue, Suite 1430  
Portland, OR 97204  
Phone: 248-3067

Rebecca Marshall, Managing Dir. - Board Member  
Regional Financial Advisors, Inc.  
5545 SW Sweetbriar St.  
Portland, OR 97221-2227  
Phone: 292-8908

George Scherzer, Exec. Vice Pres. - Board Member  
Smith Barney  
200 SW Market, Suite 1200  
Portland, OR 97201  
Phone: 221-7640  
221-7627

Richard Harris, CPA - Board Member  
Harris-Forbess  
4370 NE Halsey  
Portland, OR 97213  
Phone: 287-3885

\* Staff responsible for meeting ordinance requirements.



DATE SUBMITTED 3-14-90

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. R-2

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Proclamation

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only May 3, 1990  
(Date)

DEPARTMENT County Chair DIVISION \_\_\_\_\_

CONTACT Kathy Millard TELEPHONE 248-3308

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

In the Matter of Proclaiming May 7, 1990 as NATIONAL NURSES' DAY  
in Multnomah County

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

5/2/90 copy to Kathy M.

1990 APR 24 PM 3:00  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCay

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

## MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming           )  
May 7, 1990 as NATIONAL NURSES'       )  
DAY in Multnomah County                 )

# PROCLAMATION

90-67

WHEREAS, Two million registered nurses in this country represent the largest group of health care providers in this country; and

WHEREAS, Nurses make a difference in the lives of the people they serve every day by demonstration of their unique combination of qualities: clinical knowledge, sound judgment and the ability to care; and

WHEREAS, The demand for nursing services is greater than ever because of an aging population, the ability to sustain life through increased technology, changes in the settings where health care is delivered, changes in health care financing and changing health care needs of today's consumers; and

WHEREAS, With a projected need of 600,000 nurses during the next decade, there is a great need to educate the public about the nursing profession in an effort to improve awareness and recruit young people into nursing; and

WHEREAS, More qualified nurses will be needed in the future to meet the increasingly complex needs of health care consumers in this community; and

1           WHEREAS, The American Nurses' Association and the  
2 Oregon Nurses' Association have declared May 7 as NATIONAL  
3 NURSES' DAY 1990 with the theme "Nurses Together in Caring" in  
4 celebration of the ways in which nurses contribute to high  
5 quality patient care and improve our health care system;

6           NOW, THEREFORE, BE IT RESOLVED that the Board of  
7 County Commissioners do hereby proclaim Monday, May 7, 1990,  
8 as NATIONAL NURSES' DAY in Multnomah County in recognition and  
9 celebration of the unique contributions of nurses and their  
10 ability to have a positive impact on the lives of those for  
11 whom they care.

12           Dated this 1st day of May, 1990.

13  
14           MULTNOMAH COUNTY, OREGON



*Gladys McCoy*  
\_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair

Meeting Date: MAY 1 1990

Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Proclamation

BCC Informal \_\_\_\_\_ BCC Formal May 1, 1990  
(date) (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT            Kathy Millard                      TELEPHONE    248-3308

PERSON(S) MAKING PRESENTATION

ACTION REQUESTED:

☐ INFORMATIONAL ONLY      ☐ POLICY DIRECTION      ☒ APPROVAL

☐ POLICY DIRECTION ☒ APPROVAL

☒ APPROVA

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN:

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

In the Matter of Proclaiming April 21 through May 19 as 1990 PORTLAND AREA CLEANUP/BAG-A-THON MONTH in Multnomah County.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL *Madison M. M. M.*

Or

DEPARTMENT MANAGER

(All accompanying documents must have required signatures)

1990 APR 21 AM 9:11  
CLATSOP COUNTY  
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

|                               |   |              |
|-------------------------------|---|--------------|
| In the Matter of Proclaiming  | ) |              |
| April 21 through May 19 as    | ) |              |
| 1990 PORTLAND AREA CLEANUP/   | ) | PROCLAMATION |
| BAG-A-THON MONTH in Multnomah | ) | 90-68        |
| County                        | ) |              |

WHEREAS, The citizens of Multnomah County are proud of their heritage of clean air, fresh water, and the natural beauty of our surroundings; and

WHEREAS, The Portland Area Cleanup Team coordinates, supports, publicizes, and recognizes cleanup efforts throughout the metropolitan area; and

WHEREAS, From April 21 through May 19, thousands of volunteers will participate in cleanups throughout Multnomah County; and

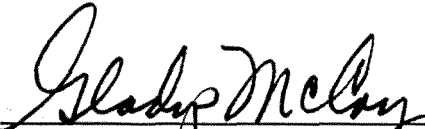
WHEREAS, A variety of businesses, neighborhood groups, and government agencies will join in the cleanup efforts; and

WHEREAS, This spirit of cooperation demonstrates our community's commitment to our environment;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners do hereby proclaim April 21 through May 19 as 1990 PORTLAND AREA CLEANUP/BAG-A-THON MONTH and encourage all citizens to become involved in preserving and enhancing the appearance of our community.

Dated this 1st day of May, 1990.

MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair



# PLANNING A CLEAN-UP

## PROJECT COORDINATOR'S HANDBOOK



---

*A coalition under the auspices of SOLV—Stop Oregon Litter & Vandalism*

# PLANNING A CLEAN-UP

## 1990 PORTLAND AREA RESOURCES

Stop Oregon Litter and Vandalism/Portland Area Clean-up Team  
1-800-322-3326  
PO Box 40047  
Portland, Oregon 97240

---

### PLANNING YOUR CLEAN-UP

|  |                      |
|--|----------------------|
| American Red Cross (First Aide)<br>Safety and Health Education Dept.               | 284-1234             |
| Metro Recycling Information Center   | 224-5555             |
| Portland Bureau of Parks & Recreation<br>(Karen Loper - Volunteer Projects)        | 796-5113             |
| Portland Bureau of Environmental Services<br>Recycling                             | 796-7185<br>796-7772 |
| Environmental Engineering (stream corridor clean-up info.)                         | 796-7186             |
| Portland Maintenance Bureau<br>Work along city streets (Street Maintenance)        | 248-5545             |
| Oregon Department of Transportation - Landscape Dept.<br>Work along State highways | 653-3086             |
| Tri-County Council (Hauler Information)<br>(Estle Harlan)                          | 654-9533             |
| Volunteer Bureau of Greater Portland   | 222-1322             |

### DEALING WITH MATERIALS REQUIRING SPECIAL HANDLING

|  |          |
|--|----------|
| Medical Waste Information and Assistance                       | 248-3674 |
| Mult. Co. Health Dept. (Dr. Gary Oxman)                        |          |
| Mult. Co. Disease Control Office (Jan Kolden)                  | 248-3406 |
| Hazardous Materials Response Team:                             |          |
| Emergency situations in the field                              | 911      |
| Information - Portland Fire Bureau (within City limits)        | 243-7979 |
| - Mult. Co. Sheriff - Office of Emergency Mgt.                 | 251-2466 |
| Multnomah County Nuisance and Vector Control                   | 289-6069 |
| Help identifying potential hazardous materials (Peter DeChant) |          |
| State Department of Environmental Quality                      | 229-5913 |
| To report hazardous waste (Charles Grey)                       |          |

### PORTLAND NEIGHBORHOOD OFFICES

|   |          |
|---|----------|
| Office of Neighborhood Associations (Nancy Biasi) | 248-4519 |
| Central Northeast Neighbors                       | 243-7357 |
| East Portland Neighbors                           | 256-0014 |
| Neighbors North                                   | 248-4524 |
| Neighbors West/Northwest                          | 223-3111 |
| Northeast Neighborhood Office                     | 248-4575 |
| Southeast Uplift                                  | 232-0010 |
| Southwest Neighborhood Office                     | 248-4592 |

### COMMUNITIES OUTSIDE PORTLAND

Contact your City Hall or County offices.

# PORTLAND AREA CLEAN-UP TEAM

## PROJECT COORDINATOR'S HANDBOOK

### HOW TO PLAN A CLEAN-UP

#### TABLE OF CONTENTS

|  | <u>Page</u> |
|--|-------------|
| INTRODUCTION.....  | 2           |
| SETTING PROJECT GOALS.....   | 3           |
| GETTING ORGANIZED.....   | 4           |
| <u>WORKSHEETS AND RESOURCE MATERIALS</u>                                 |             |
| GENERAL PROJECT COORDINATION.....  | 5           |
| Special Project Planning Form .....                                      | 6           |
| Materials Order Form .....   | 7           |
| LOGISTICS COORDINATION   |             |
| Logistics Check-List.....  | 8           |
| Logistics Planning Form.....   | 9           |
| Special Materials List.....  | 10          |
| Recyclables, Non-Recyclables and<br>Materials Requiring Special Handling |             |
| Site Planning.....   | 11          |
| VOLUNTEER COORDINATION   |             |
| Volunteer Coordination Checklist .....                                   | 12          |
| Sample Volunteer Information Letter .....                                | 14          |
| Volunteer Waiver Form.....   | 15          |
| Property Owner Waiver Form .....   | 16          |
| Volunteer After Clean-up Questionnaire .....                             | 17          |
| PUBLICITY AND OUTREACH CHECKLIST.....                                    | 18          |
| FUNDRAISING  |             |
| Fundraising Checklist .....  | 19          |
| Receipt for Donations .....  | 20          |
| EVALUATION   |             |
| After Clean-up Evaluation.....   | 21          |
| Project Questionnaire.....   | 25          |



# PORTLAND AREA CLEAN-UP TEAM

## INTRODUCTION

Oregonians have always taken pride in our beautiful state, placing a high priority on the quality of the environment. In ever-increasing numbers, we are choosing to play an active role in keeping Oregon clean and livable. Regularly scheduled clean-up campaigns across the state target sites that range from the immediate neighborhood to the entire coastline.

The Portland Area Clean-up is an annual spring event. To support this effort, the Portland Area Clean-up Team (PACT) provides technical assistance, resources, promotion, and recognition for clean-ups throughout the metropolitan area. PACT has produced this resource guide to help groups plan and implement a safe and rewarding clean-up or community improvement project. It draws on the expertise of numerous individuals and organizations.

Special thanks goes to Pat Merkle for compiling the guide and to the Portland Bureau of Environmental Services for the initial printing. Technical assistance and information provided by SOLV (Stop Oregon Litter and Vandalism), the Metropolitan Service District, and the Portland Office of Neighborhood Associations and Bureau of Parks and Recreation were also invaluable.

*This guide is dedicated to all members of the Portland Area Clean-up Team. Every person who has participated in a clean-up has helped make Oregon an even better place in which to live.*

## SETTING YOUR GOALS

*Clean-ups can be as simple as a group of neighbors coming together to sponsor a yard debris drop box or as complex as an organized group combining a clean-up event with litter patrols, graffiti removal sweeps and clean-up/ fix-up projects for people with special needs.*

Before getting started, it is important to clarify your goals and establish realistic expectations: What do you really want to accomplish? How much time and energy is your group of volunteers ready to devote to making the project a success? While every project is different, most have goals that fall into one of these categories:

### **PROMOTE COMMUNITY RECYCLING EFFORTS.**

Clean, source-separated yard debris can be chipped and/or composted. Disposing of source-separated debris at a processing center is less costly than disposing of mixed garbage. Some groups have chosen to use the services of chippers and thus have immediate access to the chips for use in their own yards, community gardens, or parks. In addition, some groups promote recycling by inviting commercial haulers who specialize in recycling to set up at their clean-up site for newspaper, glass, and cans. In other cases, a social service agency such as Goodwill Industries is invited to set up at the site to accept used clothing, appliances, and furniture.

### **SOLVE COMMUNITY NUISANCE PROBLEMS**

To achieve this goal you must ensure that owners of problem properties will participate. Contact private property owners and ask them to sign liability waivers and participate or contribute in some manner. If they aren't willing to give permission, city inspectors may need to intercede. For public property, such as a neighborhood park, volunteers to help with clean-up may be appropriate but you must obtain permission and coordinate the project with park staff. Urban waterways such as Johnson Creek or the Columbia Slough are often victimized by illegal dumpers. In Portland, check with the Bureau of Environmental Services for possible stream corridor focus areas.

### **PROVIDE A COMMUNITY SERVICE FOR PEOPLE WITH SPECIAL NEEDS**

Often senior citizens and disabled residents do not have the physical ability to clean their yards and cannot participate in a clean-up without volunteer assistance. Church and scouting groups are especially interested in providing these services. Sometimes an organized spring clean-up/fix-up for people with special needs is the primary focus for a community project.

### **BEAUTIFY AND REVITALIZE OUR COMMUNITY**

This goal often leads to "clean-up/build-up" campaigns such as planting flowers along a business district, painting bus shelters and neighborhood facilities, or cleaning up an illegal dump site.

### **BRING THE COMMUNITY TOGETHER TO SOLVE A COMMON PROBLEM**

Many neighborhood groups view clean-ups as a tool for community organizing. Although this goal is sometimes seen as a byproduct of a successful project, the process of coordinating a clean-up can have long-lasting effects that go beyond a one-day event.

## GETTING ORGANIZED

The organizational structure for your clean-up should be determined by your group's goals. A large planning committee is not essential, but it is important to have at least one person responsible for each of the following tasks.

### Logistics Coordination

- Secure a centralized collection site.
- Design the layout of the site.
- Negotiate prices and operational details with haulers, chippers, and other providers of services.
- Define on-site volunteer jobs and numbers needed.
- Supervise collection site the day of the event.

### Volunteer Coordination

- Work closely with the Logistics Committee to determine volunteer needs.
- Recruit and schedule volunteers for the day of the event.
- If appropriate, recruit and match volunteers to assist people with special needs.
- Provide for volunteer orientation and training.
- Plan volunteer recognition.

### Publicity and Outreach

- Design an informational campaign to let the neighborhood know the date, location, and cost of the clean-up at least a month in advance.
- Target publicity as appropriate for the size and scope of the clean-up event.

### Fundraising

- Working with the other committees, develop a budget for the cleanup.
- Determine the fee, if any, that will be charged to cover the disposal costs.
- Raise additional funds, as needed, to subsidize disposal fees or provide free or reduced-fee services for individuals with special needs.
- Contact local businesses for sponsorships or in-kind donations.
- Apply for grants, if any, available for clean-up projects.

# **PROJECT COORDINATION**

## **CHECKLISTS, SAMPLE DOCUMENTS, AND EVALUATION FORMS**

The following materials provide detailed guidance for clean-up coordinators. The information is organized by function, with the appropriate planning forms, check lists and sample documents grouped together.

### **GENERAL COORDINATION**

The SPECIAL PROJECT PLANNING form (page 6) and the Logistics Planning Form (page 9) are included to help you get started. Complete them both as early as possible in your planning process and distribute copies to all committee chairs. Many of your project's specific details will be based on this information.

Send a completed copy of each of these forms to SOLV's Portland Area Clean-Up Team, P.O. Box 40047, Portland, OR 97240. This will enable SOLV to coordinate efforts between groups throughout the region and keep you informed of resources and materials available. Order materials from SOLV/PACT using the order form (page 7).

### **CHECKLISTS**

In addition to the planning forms, a series of checklists has been included to assist committee chairs with the details of their individual tasks.

### **SAMPLE DOCUMENTS**

A variety of sample documents are included to help you avoid "recreating the wheel." The waiver forms are especially important to avoid liability lawsuits for unintentional damage to property or persons.

- Volunteer Information Letter (page 14)
- Volunteer Waiver (page 15)
- Property Owner Waiver (page 16)
- Receipt for Donations (page 20)

### **EVALUATION FORMS**

Taking the time to complete an evaluation of your event is very important. By noting your successes and outlining the things you would do differently next time, volunteers coordinating future clean-ups can benefit from your experience.

- Volunteer After Clean-up Questionnaire (page 17)
- After Clean-up Evaluation (page 21)

# SPECIAL PROJECT PLANNING FORM

The First Step in the Planning Stage

PROJECT NAME AND LOCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LAND OWNER: \_\_\_\_\_

SITE APPROVAL: Date \_\_\_\_\_ By: \_\_\_\_\_

DATE OF PROJECT AND CLEAN-UP TIMES: \_\_\_\_\_

\_\_\_\_\_

SPONSOR: \_\_\_\_\_

CLEAN-UP CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

COMMITTEE CHAIRS:                      Name                                      Phone

Logistics \_\_\_\_\_

Volunteers \_\_\_\_\_

Publicity \_\_\_\_\_

Fundraising \_\_\_\_\_

ORGANIZATIONS INVOLVED: \_\_\_\_\_

\_\_\_\_\_

ESTIMATED NUMBER OF VOLUNTEERS NEEDED: \_\_\_\_\_

PUBLICITY NEEDED FOR THIS PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

## MATERIALS ORDER FORM

**Yes, we want to join the P.A.C.T.!**

A variety of free supplies and educational materials are available to assist with your clean-up. To order, complete this form and mail as soon as possible to:

SOLV/Portland Area Clean-up Team  
P.O. Box 40047  
Portland, OR 97240  
or phone 1-800-322-3326.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Describe your clean-up project:

\_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

| ITEM                                | QUANTITY |
|-------------------------------------|----------|
| Large litter bags (33 gallon)       |          |
| Small car litter bags               |          |
| Buttons                             |          |
| Color Oregon Clean coloring book    |          |
| Stickers                            |          |
| Bookmarks                           |          |
| Planning Kit for your project       |          |
| Lesson Plans for teachers           |          |
| Project 8-1/2 x 11 clean-up posters |          |
| GLAD Bag-a-thon Painter's Hats      |          |

## LOGISTICS CHECKLIST

The logistics committee is responsible for securing the central collection site, designing the layout of the site, negotiating prices and operational details with haulers, chippers, and other providers of services, and defining on-site volunteer jobs. The Logistics Coordinator is usually the person responsible for supervising the collection site on the clean-up day.

### Checklist:

- \_\_\_\_\_ Review Special Project Information Form.
- \_\_\_\_\_ Visit and reserve your site; produce a Site Planning Sketch (such as the sample sketch on page 11).
- \_\_\_\_\_ Contact area garbage haulers and recyclers for their participation and expertise. For those numbers, call Metro's Recycling Information Center at 224-5555 or Estle Harlan at the Tri County Council, 654-9533. Your hauler can help you determine what kind of equipment (dumpsters, compactor trucks, etc.) will work best for your situation.
- \_\_\_\_\_ Estimate the kind and number of tools needed for your volunteers. Personal tools should be clearly marked. In Portland, Southeast Uplift at 232-0010 may lend tools, if reserved, to low-income Southeast neighborhoods. The NE Neighborhood Office, at 249-4575 also has tools to lend residents of NE neighborhoods.
- \_\_\_\_\_ Complete the Logistics Planning Form and mail to SOLV.
- \_\_\_\_\_ Review the Special Materials List. METRO's Recycling Information Center at 224-5555 can provide you with educational materials and information on markets for recyclable materials. You may be able to arrange an on-site recycling center with your hauler.
- \_\_\_\_\_ First Aid kits are available through the American Red Cross. Call their Safety and Health Education Department at 284-1234.

## LOGISTICS PLANNING FORM

1. CLEAN-UP LOCATION: \_\_\_\_\_  
\_\_\_\_\_
2. TYPE OF MATERIALS (LITTER, YARD DEBRIS, RECYCLABLES, GARBAGE, TIRES, ETC.): \_\_\_\_\_  
\_\_\_\_\_
3. WASTE HAULER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_
4. TYPE OF EQUIPMENT NEEDED:                      NUMBER                      SUPPLIER

|                     |       |       |
|---------------------|-------|-------|
| Dumpsters           | _____ | _____ |
| Compactor Trucks    | _____ | _____ |
| Trucks              | _____ | _____ |
| Chippers            | _____ | _____ |
| Litter Bags         | _____ | _____ |
| Gloves              | _____ | _____ |
| Flat Shovels        | _____ | _____ |
| Six-Tong Pitchforks | _____ | _____ |
| Steel Rakes         | _____ | _____ |
| Kitchen Brooms      | _____ | _____ |
| Push Brooms         | _____ | _____ |
| _____               | _____ | _____ |
5. MEETING AREA AT START OF CLEAN-UP: \_\_\_\_\_  
\_\_\_\_\_
6. LOCATION SITES OF DUMPSTERS AND EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_
7. NEAREST SOLID WASTE SITE TO DUMP NON-RECYCLABLES: \_\_\_\_\_  
\_\_\_\_\_
8. TOTAL ESTIMATED DUMP FEE AND HAULING COSTS: \$ \_\_\_\_\_



## **SPECIAL MATERIALS LIST**

### **RECYCLABLES**

- Glass jars and bottles
- Tin cans
- Aluminum
- Scrap metals
- Corrugated cardboard - flatten
- Newspapers
- Used motor oil - must be enclosed in sealed container
- Tires
- Plastics - must be clean
- Appliances
- Yard debris

### **NON-RECYCLABLES**

- Motor oil containers
- Car products - anti-freeze
- Plastic diapers
- Containers made of more than one material (milk cartons coated with plastic, potato chip bags made of paper and plastic, foil coated paper, etc.)
- Hazardous waste containers (bleach, cleaning solutions, paint products)
- Kitchen and food garbage
- Household chemicals - take to Household Hazardous Waste Sites. For location and times contact METRO's Recycling Information Center, 224-5555.

METRO can provide additional information about tires, yard debris, chippers, appliances, etc.

### **MATERIALS REQUIRING SPECIAL HANDLING**

(Resources for the Portland area):

- Medical waste and hazardous waste could be lethal. Hazardous waste is a barrel, can, bag, jug, or box containing any unidentifiable material that appears to be of industrial, agricultural, or medical origin. This should be reported to the State Department of Environmental Quality (DEQ), Charles Grey at 229-5913. Call 911 for emergency assistance.

- Medical waste is made up of syringes (needles), bandages, condoms, or anything containing blood. Syringes should only be handled with blunt pliers, tongs, or special equipment lent from the County Health Department and then placed in a coffee can or a rigidly sealed plastic container. Education, tools, and red biohazard containers are available through Dr. Gary Oxman, M.D., at the Multnomah County Health Department, 248-3674.

The Mult. Co. Disease Control office, 248-3406, can provide helpful information on medical waste. For additional weekday assistance call Peter De Chant at the Multnomah County Nuisance and Vector Unit, 289-6069.

## SITE PLANNING

Preferably your site should be:

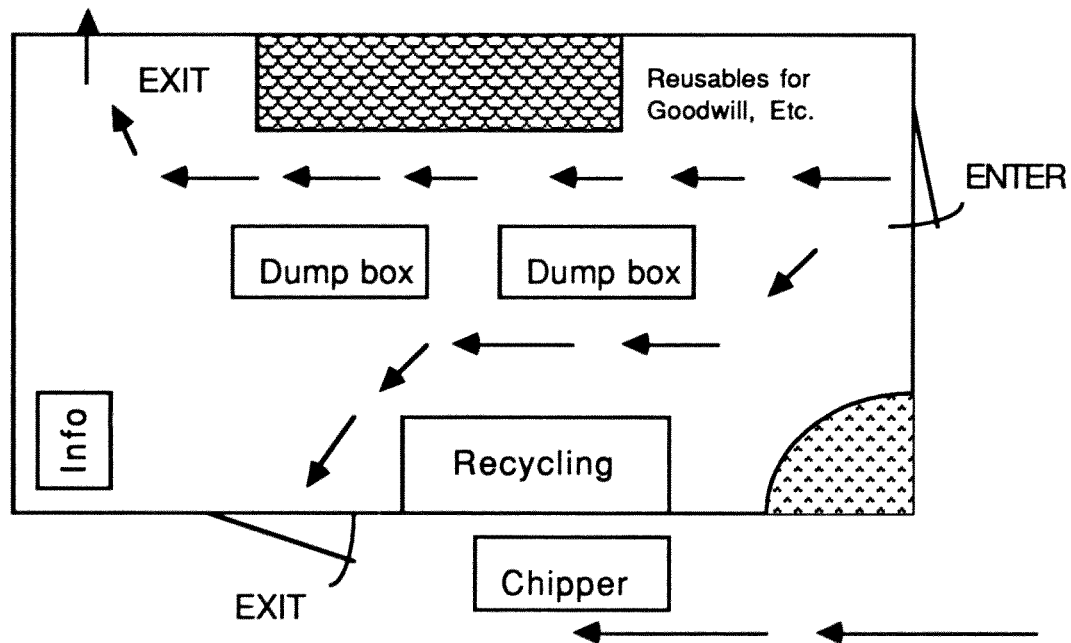
- paved
- highly visible
- easily accessible
- separate entrance and exit
- room to maneuver large vehicles and dumpsters
- restrooms
- access to electrical hookup

Local schools and government buildings can be ideal sites.

### SAMPLE SITE PLAN SKETCH

Considerations:

- Traffic flow
- Volunteer work stations
- Refreshments
- Fee collection



Site approval date: \_\_\_\_\_

Contact person: \_\_\_\_\_

## VOLUNTEER COORDINATION CHECKLIST

In addition to recruiting and scheduling volunteers for the day of the event, you may also want to recruit and match volunteers with people who have special needs. Volunteers would do the yard work prior to the event and help haul debris on the day of the event. Volunteer Coordination also involves conducting volunteer orientation, handling issues related to liability, and planning for volunteer recognition.

- \_\_\_\_\_ Work with Logistics Committee to develop volunteer job descriptions and determine how many volunteers will be needed for each job.
- \_\_\_\_\_ Contact local groups that may be willing to help, such as area business associations, neighborhood groups, schools, churches, scout troops, etc. Find out if there is a group that has a particular interest in the clean-up area - a neighborhood association, a friends group (such as the Friends of Wilshire Park) or an organization such as Audubon Society. In Portland, Nancy Biasi at the Office of Neighborhood Associations (248-4519) can provide you with valuable information. The Volunteer Bureau of Greater Portland (222-1355) may have some helpful suggestions too.
- \_\_\_\_\_ Enlist a special volunteer to walk the site before the clean-up to identify hazardous waste, if any, and to report on and supervise its clean up the day of the event. (See Materials Requiring Special Handling, page 10.) Arrange training for this volunteer as needed.  
Name \_\_\_\_\_ Phone: \_\_\_\_\_
- \_\_\_\_\_ Find out about insurance coverage for your project, and any limits that might pertain.
- \_\_\_\_\_ Send or distribute a volunteer information letter to all volunteers two weeks prior to project date. (See page 14 for sample letter.)
- \_\_\_\_\_ Prepare Volunteer Waiver forms and make sure each volunteer has one on file before beginning their volunteer duties. (See page 15 for sample waiver.)
- \_\_\_\_\_ Set a date for the planning committee to meet to evaluate the project and make recommendations for next year and to complete the after-clean-up evaluation form to send to SOLV.
- \_\_\_\_\_ Work with the P.R. Committee to plan for recognizing volunteers and sponsors. You can say thank you with an item (such as a t-shirt, cap, or certificate), or with a wrap-up event (such as a barbeque, picnic, or potluck).

\_\_\_\_\_ Prepare "Day of Project" Orientation:

1. Encourage everyone to have fun and work safely.
2. Explain procedures, logistics, and anticipated work flow, and particulars such as restroom location, hospitality area, and safe places to store personal belongings.
3. Remind volunteers not to touch medical or hazardous waste. Introduce the trained "Special Materials" volunteer and explain procedures for disposal of special wastes.
4. Explain the purpose for the Clean-up Team questionnaire and ask everyone to complete it on-site after the clean-up. (Bring plenty of pencils.)
5. A big THANK YOU! Let everyone know how much their help is appreciated.

## SAMPLE VOLUNTEER INFORMATION LETTER

Thank you for volunteering your time and energy to the Portland Clean-Up Team. Please arrive at (site) \_\_\_\_\_

\_\_\_\_\_ on (date) \_\_\_\_\_ by (time) \_\_\_\_\_.

You may park your car (location) \_\_\_\_\_  
\_\_\_\_\_.

Our project will end at (time) \_\_\_\_\_.

We hope your day will be fun and safe. Please dress appropriately for all work projects and for the weather. Most jobs will require boots and long-sleeved shirts and pants. Sandals and shorts are not recommended. Plan ahead and have extra clothing accessible, especially waterproof clothing.

If you have your own tools and gloves, mark them clearly with your name and bring them to the site. Items most helpful will be: gloves, flat shovels, six-tong pitchforks, steel rakes, kitchen brooms, and push brooms.

Light snacks and hot beverages will be provided. Please remember to pack a lunch too. This work can create an appetite!

Thanks again for your help. If you have any questions, please give me a call. We're looking forward to a successful event!

Sincerely,

## VOLUNTEER WAIVER

**This is a waiver.  
PLEASE READ CAREFULLY BEFORE SIGNING.**

The undersigned hereby agrees to waive all claims against individual volunteers and organizations arising out of or in any way related to the clean-up project as listed below.

This waiver includes, but is not limited to, claims arising out of or in any way related to cutting vegetation, pruning tree limbs, collecting litter, transporting debris, and damages to property or injury to individuals.

The undersigned agrees to hold the project sponsors harmless against all claims as described above.

Project: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPERTY OWNER WAIVER

**This is a waiver.  
PLEASE READ CAREFULLY BEFORE SIGNING.**

The undersigned hereby agrees to waive all claims against individual volunteers and organizations arising out of or in any way related to the pruning of vegetation/trees and removing materials during the clean-up project.

This waiver includes, but is not limited to, claims arising out of or in any way related to cutting vegetation, pruning tree limbs, collecting litter, transporting debris, and damages to property or injury to individuals.

The undersigned agrees to hold the project sponsors harmless against all claims as described above.

Signature of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER AFTER CLEAN-UP QUESTIONNAIRE

Thank you for helping with this year's clean-up. Please complete this form to help us evaluate this project and plan for future clean-ups. Your suggestions are important.

Was the project what you expected? If not, what was different?

Did you feel well prepared? Was the orientation/training adequate?

Would you like to participate in another clean-up project?

How could this project be improved next time?

What suggestions or projects would you suggest for next year?

Additional Comments:

I would like to participate in another project. Please contact me:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_



## PUBLICITY AND OUTREACH CHECKLIST

It is important to let neighborhood residents know the date, location, and cost of the clean-up AT LEAST ONE MONTH in advance. Take care to target your publicity as appropriate for the size and scope of your clean-up event. If you publicize your clean-up to a broader audience (such as that reached through major daily newspapers or media PSAs), you may get more participation than you are prepared to handle. Newsletters, posters in local grocery stores, and flyers delivered door-to-door by scout troops or other volunteers are usually sufficient. Be sure that your written materials include what can and cannot be disposed of at the site.

- \_\_\_\_\_ Coordinate with the Volunteer Committee to learn about targeted business associations, neighborhood associations, and other potential groups that may be willing to help publicize the clean-up. Arrange to speak to groups such as the business association, Kiwanis, Lions Club, Boosters, etc.
- \_\_\_\_\_ Write an advance article for neighborhood newsletter. If only area residents can participate, let them know. Find out what other newsletters (PTA, church bulletins, etc.) will include information on your event.
- \_\_\_\_\_ Arrange to design, print, and distribute flyers and/or posters. Or arrange to obtain posters from SOLV.
- \_\_\_\_\_ Deliver flyers two weeks in advance. (Scouts can often help deliver door-to-door. You may also get permission to place stacks of flyers on counters of local retailers.)
- \_\_\_\_\_ With the permission of the store owners, display clean-up posters or flyers at local stores and in store windows.
- \_\_\_\_\_ Work with the Volunteer Committee to develop and implement a plan to recognize volunteers and sponsors.

### ALL PUBLICITY SHOULD:

- Publicize the Logistics Committee's list of materials that can and cannot be disposed of at the site.
- Communicate to the public the hours for the clean-up event and the fees, if any.
- Include sponsor recognition.

## FUNDRAISING CHECKLIST

Most neighborhood clean-ups ask for donations or fees from those who participate. However, these fees do not always cover the cost of disposal, and you may need to raise additional funds if you want to provide a free or discounted service for seniors and disabled residents. In lower-income neighborhoods, some type of subsidy is needed and is sometimes provided through a city grant or local business sponsorship. Work closely with the Logistics Committee to determine the funding needs for your project, then give yourselves plenty of lead time to contact potential sponsors or prepare grants if needed. Don't forget to promote your sponsors in your publicity.

- \_\_\_\_\_ Work with the other committees to identify resources that will be needed to assure the project's success: number of drop boxes needed, number of compactor trucks needed, funds needed for disposal fees, etc. Prepare a budget for the project.
- \_\_\_\_\_ Coordinate fund-raising plans with other committees so that potential sponsors are not overwhelmed by contacts from several people about the same clean-up effort.
- \_\_\_\_\_ In Portland, inquire about HCD neighborhood grants and other grants through the City of Portland Office of Neighborhood Associations at 248-4519. In other communities, contact the Mayor's office.
- \_\_\_\_\_ In the Portland Metro area, contact SOLV/PACT to find out about resources available through them.
- \_\_\_\_\_ Contact local businesses for cash sponsorship. Suggest an amount that tells them exactly what their money will be used for, such as: \$50 pays for one 30-cubic-yard drop box.
- \_\_\_\_\_ Inquire with disposal site or processor about ways to reduce disposal/processing costs.
- \_\_\_\_\_ Contact booster clubs and other neighborhood organizations about a special fundraiser with proceeds to go to your neighborhood clean-up fund.
- \_\_\_\_\_ Ask for donations other than money if the businessperson seems reluctant. For example: donations of free printing or free food for volunteers.
- \_\_\_\_\_ Provide all donors with a receipt (see sample page 20) and keep 2 copies: one for your records and one to forward to SOLV/PACT.



**STOP OREGON  
LITTER AND  
VANDALISM**

P.O. Box 40047  
Portland, Oregon 97240  
1-800-322-3326

## PORTLAND AREA CLEAN-UP TEAM

### RECEIPT FOR DONATIONS

**Board of Directors**  
Bev Arduiser  
*Oregon Telephone Pioneers*  
Kathy Carlson  
*Portland General Electric*  
Pamela Kambur  
*Metro*  
Nancy Elliott  
*Portland Public Schools*  
Pennie Friant  
*Gerber Advertising Agency*  
Jeff C. Gage  
*Gage Industries*  
Bill Hastie  
*Oregon Dept. Fish & Wildlife*  
Jerry Herrmann  
*J. Inskeep Env. Learn Center*  
John Lewis  
*Continental Can*  
Drinda Lombardi  
*USDA • Forest Service*  
Harry Lonsdale  
*Bend Research*  
Jan McCabe  
*McCabe Quality Foods*  
E. Millemann  
*Monah ESD*  
Scott Powers  
*Bureau of Land Management*  
Ray Steinfeld, Jr.  
*Steinfeld's Products*  
**Administrative Assistant**  
Larry Beutler  
*Environmental Education Proj.*  
**Executive Director**  
Ernie McDonald  
*McDonald Communications*  
**Advisors**  
Carol Mitchell  
*Dept. of Transportation*  
Monte Turner  
*Oregon Dept. of Parks & Rec.*  
Ray Thiess  
*Oregon Dept. of Education*  
**County Contacts**  
Dick Hentze  
*Baker County*  
Neil Maine  
*Clatsop County*  
Darrell Whipple  
*Columbia County*  
Gary Goodman  
*Joe Meade*  
*Crook County*  
Greg McClarren  
*Deschutes County*  
Stephen Walker  
*Douglas County*  
Tim O'Bannon  
*Hood River County*  
Mike Utoff  
*Jackson County*  
Jackie Mikalonus  
*Lane County*  
Jack Warila  
*Lincoln County*  
Lynn Dunn  
*Burl Wheaton*  
*County*  
Lynn Moore  
*Malheur County*  
Robert Schiopen  
*Polk County*  
Jim Gorter  
*Washington County*

The Clean-Up Team, under the auspices of Stop Oregon Litter and Vandalism (SOLV), a nonprofit, charitable corporation, received a donation of: \$\_\_\_\_\_ toward the operation of a clean-up project that will improve our community.

Donation Received From:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

cc: SOLV (for IRS reporting)

## CLEAN-UP EVALUATION

Clean-up Date(s): \_\_\_\_\_

Clean-up Chairperson and Key Volunteers: \_\_\_\_\_

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Major Components of Clean-up: (yard debris, senior assistance, etc.) \_\_\_\_\_

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---

Overall Goal for the Clean-up: \_\_\_\_\_

---

---

Site(s): \_\_\_\_\_

Hauler(s): \_\_\_\_\_

=====

### LOGISTICS

Was the site(s) adequate? \_\_\_\_\_

Were the facilities open and set up as promised? \_\_\_\_\_

---

---

Was the traffic flow efficient? Did the placement of the dumpsters impede traffic?

---

---

Were the tools and equipment sufficient? What should be added or deleted? \_\_\_\_\_

\_\_\_\_\_

Were the number of drop boxes adequate? \_\_\_\_\_

\_\_\_\_\_

What was the turnaround time for replacing full drop boxes? Did the turnaround time cause any problems?

\_\_\_\_\_

Did the hauler bill in a timely manner? \_\_\_\_\_

Was the project well coordinated with the hauler? What changes, if any, would you recommend for next time?

\_\_\_\_\_

What were the hours of operation? \_\_\_\_\_ Were they adequate? \_\_\_\_\_

\_\_\_\_\_

Did you open and close on time? \_\_\_\_\_

What other recommendations would you make to improve logistics next time? \_\_\_\_\_

\_\_\_\_\_

## **VOLUNTEERS**

Did you recruit enough volunteers? \_\_\_\_\_

\_\_\_\_\_

Did they show up as promised? \_\_\_\_\_

Did corporate or Alternative Community Service volunteers participate? How did this work? What would you recommend for next year? \_\_\_\_\_

\_\_\_\_\_

Were the volunteers adequately trained? \_\_\_\_\_  
\_\_\_\_\_

How was off-site transportation (if any) coordinated? \_\_\_\_\_  
\_\_\_\_\_

Did it work well? Did you finish making all the pick-ups? What would you recommend doing differently next year?

Were volunteers scheduled appropriately? \_\_\_\_\_  
\_\_\_\_\_

What other recommendations would you make to improve volunteer coordination next time?

## **PUBLICITY**

How was publicity handled? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the publicity reach the population you were targeting? \_\_\_\_\_  
\_\_\_\_\_

Did the people you hoped to reach actually participate? \_\_\_\_\_  
\_\_\_\_\_

What would you do differently next time? \_\_\_\_\_  
\_\_\_\_\_

## **FUNDRAISING**

Were sponsorships obtained from local businesses, etc? \_\_\_\_\_  
\_\_\_\_\_

Were fees charged? If so, what were the fees and how were they set? \_\_\_\_\_

---

---

Were the fees and sponsorships adequate to cover the costs? \_\_\_\_\_

---

What would you recommend for next year? \_\_\_\_\_

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---

### OVERALL

Did everything get done? \_\_\_\_\_

---

Was there a contingency plan for those things that might not be finished by the end of the event? Was it useful? What would you recommend for next year?

---

---

Overall observations and recommendations: \_\_\_\_\_

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## COMMITTEE AFTER-CLEAN-UP QUESTIONNAIRE

What were the major components of this clean-up?

- ☐ Self-haul yard debris
- ☐ Senior citizen/disabled assistance
- ☐ Business District clean-up
- ☐ Illegal dump site clean-up
- ☐ Beautification project
- ☐ Mixed waste collection
- ☐ Recycling depot
- ☐ Reusables depot
- ☐ Other: \_\_\_\_\_

How many households participated in the clean-up by disposing of yard debris, trash, or recyclables? \_\_\_\_\_

How many volunteers participated? \_\_\_\_\_

How many sponsors? \_\_\_\_\_

What was the total cost? \$ \_\_\_\_\_

How much of the cost was donated by sponsors?

\$ \_\_\_\_\_

How much of the cost was covered by fees?

\$ \_\_\_\_\_

How much was collected?

- ☐ Loose cubic yards of clean yard debris
- ☐ Compacted cubic yards of clean yard debris
- ☐ Cubic yards of mixed waste
- ☐ Tires
- ☐ Appliances

Other recyclables:

☐ Metal

☐ Paper

☐ Glass

☐ Cardboard

☐ Other: (please list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

What was the primary population you served? \_\_\_\_\_

What kind of recognition was given sponsors and volunteers? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



How could SOLV's Portland Area Clean-up Team help you with future clean-ups?

---

---

Please list contacts, friends, or sponsors who may wish to participate in similar events in the future.

---

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*Send a copy of this form and any additional information you may have about your clean-up event to:*

STOP OREGON LITTER AND VANDALISM  
PO BOX 40047  
Portland, Oregon 97240

*Thank you!*

BOARD OF  
COUNTY COMMISSIONERS

1990 APR 25 AM 9:27

Meeting Date MAY 1 1990

Agenda No.: R-4

MULTNOMAH COUNTY  
OREGON

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Resolution for Ballot Measure 1

BCC Informal (date) BCC Formal May 3, 1990  
(date) (date)

DEPARTMENT Environmental Services DIVISION Transportation

CONTACT Susie Lahsene TELEPHONE 5050

PERSON(S) MAKING PRESENTATION Larry Nicholas and Steve Segal

ACTION REQUESTED:

/ INFORMATIONAL ONLY /X/ POLICY DIRECTION /X/ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: YES

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

A resolution endorsing Ballot Measure 1 to amend the Oregon Constitution to allow counties and transportation districts to use local vehicle fees for other transportation purposes in addition to highway

5/2/90 TC to Elections, Larry  
Nicholas

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Pauline Anderson

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

3706V/7448V

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Endorsing  
Ballot Measure 1

)  
)  
)

R E S O L U T I O N

90-69

WHEREAS, Multnomah County's Comprehensive Framework Plan; Transportation element, calls for a balanced transportation system; and

WHEREAS, Multnomah County through the Joint Policy Advisory Committee on Transportation (JPACT) and in conjunction with representatives of the business community, developed a ten and twenty year vision for the region's transportation system; and

WHEREAS, currently there are not adequate funds to address the region's ten year needs; and

WHEREAS, the region and business representatives sought to address those needs through a package of transportation bills presented at the last legislative session; and

WHEREAS, Multnomah County endorsed the package of transportation funding bills by resolution on March 16, 1989; and

WHEREAS, Ballot Measure 1 in the primary election is one element of that transportation funding package.

THEREFORE BE IT RESOLVED, that Multnomah County endorses Ballot Measure 1 as vital to achieve a balanced transportation system in the region.

ADOPTED THIS 1st day of May, 1990.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By:

*Gladys McCoy*  
Gladys McCoy  
Multnomah County Chair

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By: *John L. Dr. Bay*

7448V

BUDGET MODIFICATION NO. DES #16

(For Clerk's Use) Meeting Date MAY 1 1990  
 Agenda No. P-5

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_ (Date)  
 DEPARTMENT DES - Service Districts DIVISION Dunthorpe-Riverdale Service District  
 CONTACT Dick Howard/Bob McRae TELEPHONE 3599/2585  
 \*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Dick Howard

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget Modification Authorizing Transfer of \$17,865 from Dunthorpe-Riverdale Service District No. 1 General Fund Contingency to Materials and Services for sewage treatment and system maintenance.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification authorizes transfer of \$17,865 from contingency, \$4,540 to Professional Services for increases in City of Portland charges for sewage treatment and line maintenance, and \$13,325 to Repairs and Maintenance for pump station maintenance costs.

The City of Portland provides sewer line and pump maintenance, transportation and sewage treatment for the District. Rates for these services have increased as allowed under their agreement. Additionally, the District has added a few new users, which also increased costs.

The pump station maintenance costs are a one time only charge which relate to costs incurred prior to entering into the agreement with Portland, but only recently billed.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)  
 None

CLERK OF DISTRICT COURT  
 1990 APR 24 PM 3:13  
 CLERK OF DISTRICT COURT  
 OREGON

4. CONTINGENCY STATUS (to be completed by Finance/Budget)  
 Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
 (Specify Fund) \_\_\_\_\_ (Date)  
 After this modification \$ \_\_\_\_\_

Originated By Bob McRae Date 4/16/90  
 Bob McRae

Department Director Paul Yarbrough/bkw Date 4/17/90  
 Employee Relations

Finance/Budget Shawn M Cordwell Date 4/17/90

Board Approval Wendy H Crocker Date May 1, 1990

## TRANSACTION EB [ ]

GM [ ] TRANSACTION DATE\_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_

BUDGET FY\_\_\_\_\_

Change  
Increase  
(Decrease)

Sub-  
Total

### Description

Document  
Number

### Action

Fund Agency

Organi-  
zation /

Reporting Category

Object

Current  
Amount

Revised  
AmountTOTAL EXPENDITURE CHANGE

## REVENUE

TRANSACTION RB [ ]

GM [ ] TRANSACTION DATE\_\_\_\_\_

ACCOUNTING PERIOD \_\_\_\_\_

BUDGET FY\_\_\_\_\_

Change  
Increase  
(Decrease)

Sub-  
Total

### Description

Document  
Number

### Action

Fund Agency

Organi-  
zation A

Reporting Re  
Category S

Source

Current  
Amount

Revised  
AmountTOTAL REVENUE CHANGE

Date Submitted April 24, 1990

Meeting Date MAY 1 1990  
Agenda No. R-6

REQUEST FOR PLACEMENT ON THE AGENDA

Subject APPROVING WEST HILLS SERVICE DISTRICT BUDGET

Informal Only

Formal Only 5/3/90

DEPARTMENT DES

DIVISION Transportation

CONTACT Dick Howard

TELEPHONE 248-3599

Brief Summary

Approval of West Hills Service District Budget to revise appropriations and unappropriated balance prior to submitting budget to Tax Supervising and Conservation Commission

Action Requested:

☐ Information Only ☐ Preliminary Approval ☐ Policy Direction ☒ Approval

Estimated Time Needed on Agenda 3 minutes

IMPACT:

☐ Personnel  
☐ Fiscal/Budgetary  
☐ General Fund  
☒ Other

5/2/90 Copy of annotated to  
Rick Howard

1990 APR 24 PM 3:13  
CLERK OF COUNTY  
OREGON

SIGNATURES

Department Manager



Budget/Personnel

David C. Warren

County Counsel

Other

# BUDGET MODIFICATION NO. DGS #16

(For Clerk's Use) Meeting Date MAY 1 1990

Agenda No. 2-7

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR May 1, 1990

(Date)

DEPARTMENT General Services

DIVISION Assessment & Taxation

CONTACT Bob Ellis

TELEPHONE 248-3367

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Janice Druian

## SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

ESTABLISHMENT OF THREE NEW RESIDENTIAL PROPERTY APPRAISER  
POSITIONS IN THE DIVISION OF ASSESSMENT & TAXATION

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification establishes three property appraiser positions in the Residential section of Appraisal from May through June 1990, to allow early hiring and training of some people in positions budgeted for FY 1990-91.

No fiscal impact in FY 89-90. Salary savings exist in Appraisal Org #7580 due to maternity leaves, retirements, and delays in filling vacancies.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

(Specify Fund) Contingency before this modification (as of \_\_\_\_\_)

(Date)

After this modification

Originated By

Date

Department Manager

Date

Budget Analyst

Date

Personnel Analyst

Date

Board Approval

Date

BUDGET FY

[illegible][illegible]

|                      |  |  |  |  |  |  |  |  |  |  |  |                      |  |  |  |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|----------------------|--|--|--|--|--|--|--|--|--|
| TOTAL REVENUE CHANGE |  |  |  |  |  |  |  |  |  |  |  | TOTAL REVENUE CHANGE |  |  |  |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|--|--|--|--|--|----------------------|--|--|--|--|--|--|--|--|--|



## PERSONNEL DETAIL FOR BUD MOD NO. \_\_\_\_\_

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

| FTE<br>Increase<br>(Decrease) | POSITION TITLE            | A n n u a l i z e d                |                                  |        |                                 |
|-------------------------------|---------------------------|------------------------------------|----------------------------------|--------|---------------------------------|
|                               |                           | BASE PAY<br>Increase<br>(Decrease) | Increase<br>(Decrease)<br>Fringe | Ins.   | TOTAL<br>Increase<br>(Decrease) |
| 3                             | Property Appraisers       |                                    |                                  |        |                                 |
|                               | TOTAL CHANGE (ANNUALIZED) | 74,988                             | 20,052                           | 13,116 | 108,156                         |

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

| Permanent Positions,<br>Temporary, Overtime,<br>or Premium  | Explanation of Change   | C u r r e n t F Y                  |                                  |                  |                                 |
|---|---|------------------------------------|----------------------------------|------------------|---------------------------------|
|   |   | BASE PAY<br>Increase<br>(Decrease) | Increase<br>(Decrease)<br>Fringe | Ins.             | TOTAL<br>Increase<br>(Decrease) |
| .49 Prop Appraisers<br>(3 positions for<br>two months each) | Personnel Services/Appraisal<br>These are salary savings<br>due to maternity leaves/<br>vacancies and delays in<br>filling vacancies. | 12,498<br>(12,498)                 | 3,342<br>(3,342)                 | 2,186<br>(2,186) | 18,027<br>(18,027)              |

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):
  - a. Appraises residential urban and/or rural properties or mobile homes for tax assessment purposes. Inspects interiors and exteriors of structures to determine classifications of improvements in comparison with other similar structures and to obtain data for use in determining correct values.
  - b. Collects and reviews sales data, construction costs; determines market values.
  - c. Computes replacement costs and applies depreciation factors as necessary in determining market value of properties.
  - d. Responds to citizen inquiries regarding assessment values and procedures. Prepares reports on appraisals and represents the county before hearings officers.

2. State the proposed classification title:

PROPERTY APPRAISER - RESIDENTIAL (3 APPRAISERS)

3. Is this a new position? ☒ YES ☐ NO

4. If this is an existing position, state the name of the incumbent:

5. Proposed effective date of change: May 1, 1990

Hiring Manager: Neal Galash

Date: April 9, 1990

Dept/Div: DGS/A&T

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☒ Approved as submitted

☐ Approved for classification title

☐ Denied (for Reclassification Requests only)

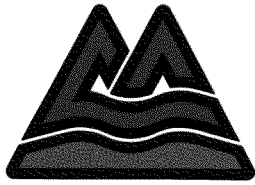
Analyst Name

Don Winkley

Date

4/12/90

RECEIVED  
APR 12 1990  
EMPLOYEE SERVICES



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GRETCHEN KAFOURY  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135  
PLANNING & BUDGET (503) 248-3883

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## M E M O R A N D U M

DATE: April 19, 1990

TO: Gladys McCoy  
Chair, Board of County Commissioners

FROM: J. Mark Campbell, Planning & Budget *mark*

RE: DGS # 16

On May 3rd, the Board of County Commissioners will be considering budget modification **DGS # 16**. This budget modification proposes the use of salary savings to hire three additional Residential Property Appraisers.

There is no fiscal impact in FY 1989-90. Salary savings exist from vacancies, retirements and leaves of absence in Assessment & Taxation. This action is proposed in order to provide for early hiring and training of positions which have been included in the FY 1990-91 budget. Assessment & Taxation has submitted to the state.

Should you have any questions regarding this budget modification please do not hesitate to contact me.

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. R-8

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Intergovernmental Agreement  
Herman Miller Furnishings  
Unified Sewerage Agency of Washington County

Informal Only \* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT General Services

DIVISION Administrative Services

CONTACT Marion Grabarits

TELEPHONE 248-5111

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Lillie Walker

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Intergovernmental Agreement to allow the County's contract for the purchase of Herman Miller furnishings to be used by Unified Sewerage Agency of Washington County in accordance with Bid No. B43-100-3028.

5/2/90 Originals to Marion Grabarits

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ GENERAL FUND  
☐ OTHER \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: [Signature]

BUDGET / PERSONNEL [Signature]

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER [Signature]  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

1990 APR 24 PM 3:08  
CLERK OF  
WASHINGTON COUNTY  
OREGON

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 301990

Amendment # \_\_\_\_\_

| CLASS I   | CLASS II   | CLASS III  |
|---|--|--|
| <input type="checkbox"/> Professional Services under \$10,000 | <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)<br><input type="checkbox"/> PCRB Contract<br><input type="checkbox"/> Maintenance Agreement<br><input type="checkbox"/> Licensing Agreement<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Grant<br><input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Intergovernmental Agreement<br><b>RATIFIED</b><br><b>Multnomah County Board of Commissioners</b><br><u>R-8 May 1, 1990</u> |

Contact Person Marion Grabarits Phone 248-5111 Date April 12, 1990Department Dept. of General Services Division Admin Serv/Purch.Bldg/Room 421/1st

Description of Contract Intergovernmental Agreement to allow the County's contract for  
the purchase of Herman Miller furnishings to be used by the Unified Sewerage  
Agency of Washington County in accordance with Bid# B43-100-3028.

RFP/BID # \_\_\_\_\_ Date of RFP/BID 8-11-88 Exemption Exp. Date \_\_\_\_\_ORS/AR # AR10010A Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Unified Sewerage Agency of Wash County
Mailing Address 155 N. First Ave., Suite 270  
Hillsboro, OR 97124
Phone (503) 693-4481, Roger Snyder

Employer ID # or SS # \_\_\_\_\_

Effective Date Upon SignatureTermination Date August 30, 1990

Original Contract Amount \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ n/a**Payment Term**

- ☐ Lump Sum \$ \_\_\_\_\_
- ☐ Monthly \$ \_\_\_\_\_
- ☐ Other \$ \_\_\_\_\_
- ☐ Requirements contract - Requisition required.
- Purchase Order No. \_\_\_\_\_
- ☐ Requirements Not to Exceed \$ \_\_\_\_\_

**REQUIRED SIGNATURES:**Department Manager Linda Alexander
Purchasing Director \_\_\_\_\_  
(Class II Contracts Only)
County Counsel John D. B...County Chair/Sheriff Glenn McKin...

Date \_\_\_\_\_

Date \_\_\_\_\_

Date 4/18/90Date 5/1/90

| VENDOR CODE |      |        |              | VENDOR NAME |          |        |         |            | TOTAL AMOUNT     |        | \$ |              |
|-------------|------|--------|--------------|-------------|----------|--------|---------|------------|------------------|--------|----|--------------|
| LINE NO.    | FUND | AGENCY | ORGANIZATION | SUB ORG     | ACTIVITY | OBJECT | SUB OBJ | REPT CATEG | LGFS DESCRIPTION | AMOUNT |    | INC/ DEC IND |
| 01.         |      |        |              |             |          |        |         |            |                  |        |    |              |
| 02.         |      |        |              |             |          |        |         |            |                  |        |    |              |
| 03.         |      |        |              |             |          |        |         |            |                  |        |    |              |
|             |      |        |              |             |          |        |         |            |                  |        |    |              |

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

INTERGOVERNMENTAL AGREEMENT  
FOR PURCHASE OF FURNISHINGS AND OFFICE SYSTEMS

THIS AGREEMENT, dated April 12, 1990, is between Multnomah County, a political subdivision of the State of Oregon (hereinafter County) and Unified Sewerage Agency of Washington County, 155 North First Avenue, Suite 270, Hillsboro, OR 97214, a political subdivision of the State of Oregon (hereinafter Sewerage Agency).

WHEREAS, the parties hereto are both political entities authorized to enter into intergovernmental agreements pursuant to ORS Chapter 190; and

WHEREAS, the County has conducted a request for bids and has selected Environetics, Inc. as the vendor of Herman Miller Action Office Furnishings and Accessories.

WHEREAS, the County's contract with the vendor requires the vendor to make the same discounts on pricing available to other public entities through August, 1990.

WHEREAS, the Sewerage Agency wishes to make Herman Miller Action Office Furnishings and Accessories purchases pursuant to the County contract since such purchases will be in the public interest and will benefit the Sewerage Agency due to the advantageous pricing offered and the thoroughness of the County's request for proposals;

NOW, THEREFORE, the parties hereto agree as follows:

1. County assigns to the Sewerage Agency the right to make purchases under the County's contract with Environetics, Inc. under County contract #300359 dated September 1, 1988.

2. This Agreement will expire on August 30, 1990, and is renewable for a one year period.

3. The County assumes no liability, financial or otherwise, on behalf of the Sewerage Agency for the Sewerage Agency's use of the County's contract with Environetics, Inc.

IN WITNESS WHEREOF, the Sewerage Agency and the County have caused this contract to be executed by their duly authorized representative(s), all on the day and year first written above.

REVIEWED:

  
\_\_\_\_\_  
Laurence Kressel, County Counsel

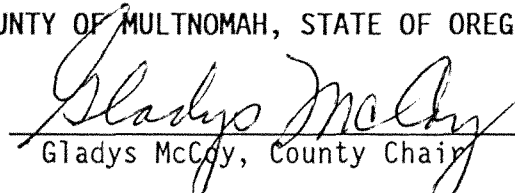
**RATIFIED**

**Multnomah County Board  
of Commissioners**

May 1, 1990

COUNTY OF MULTNOMAH, STATE OF OREGON

By

  
\_\_\_\_\_  
Gladys McCoy, County Chair

UNIFIED SEWERAGE AGENCY OF WASHINGTON  
COUNTY

By \_\_\_\_\_

\_\_\_\_\_  
Title

# REQUIREMENTS

## CONTRACT

No. 30035-9

THIS AGREEMENT, made and entered into this 1st day of September, 1988, by and between the COUNTY OF MULTNOMAH, State of Oregon, hereinafter referred to as the County, and ENVIRONETICS, INC., 17380 Boones Ferry Road, Lake Oswego, OR, 97034, phone 635-8141, Andy Macrelli, hereinafter referred to as the Contractor,

THE PARTIES HERETO AGREE AS FOLLOWS:

ARTICLE I. Description of Goods: Contractor shall and will sell and deliver to the County Herman Miller Action Office Furnishings and Accessories on a requirements basis per Bid No. B43-100-3028, in strict accordance with the plans and specifications prepared for the same, which plans and specifications shall be and are a part of this contract as much so as though they had been fully copied hereinto.

ARTICLE II. Payment: The County will pay to the Contractor for said services and material so sold and delivered the amount specified by the Contractor in response to the bid and incorporated herein as Article VIII, being the sum named in the Contractor's bid, subject to additions and deductions as hereinafter provided. Payment will be made not later than the 15th of the month following the current month within which services have been provided by the Contractor.

ARTICLE III. Payment Approval: No payment shall be made except upon the approval of the Purchasing Director in writing after approval of the services and material so sold and delivered. Delivery shall be made at the time and place indicated by said official.

ARTICLE IV. Failure to Deliver: That in case of the Contractor's failure to deliver said services within the time limited herein, the County shall have the right to supply the deficiency by procurement in the open market or otherwise purchasing any of the materials so required at such place as the County may elect, with a view to promptly obtaining said material, and at a fair and reasonable price at the expense of the Contractor, and in case said Contractor fails to perform any of the conditions of said contract, the right is hereby expressly reserved to the County to elect whether the Contractor shall be permitted to continue performance as to the remaining parts or whether the entire unperformed part shall be procured at the expense of the Contractor; provided, that in the event additional time for the performance of the contract is granted to the Contractor, the cost of inspection and other expense and damages to the County incidental thereto, if any, shall be charged to the Contractor.

ARTICLE V. Indemnification: The Contractor agrees to hold and save the County and all its officers and agents harmless from and against all claims of

every nature or kind for or on account of the use of any patented article, combination or process which may affect the material delivered or work done under this contract.

ARTICLE VI. State Law Compliance: The Contractor agrees to make payment promptly as due to all persons supplying such Contractor with labor or materials for the prosecution of the work provided for in this contract, and that said Contractor will not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished, and agrees further that no person shall be employed for more than eight hours in any one day, or forty hours in any one week; unless in case of necessity or emergency, or where the public policy absolutely requires it, and in such case to pay wages in accordance with the provisions of ORS 279.334 and ORS 279.338 where applicable.

The Contractor agrees that should the Contractor fail, neglect or refuse to make prompt payment of any claim for labor or services furnished by any person for the prosecution of the work provided in this contract as said claim becomes due, whether said services and labor be performed for said Contractor or a subcontractor, fail, neglect, or refuse to make all contributions or amounts due the State Industrial Accident Fund or to the State Unemployment Compensation Fund, and all sums withheld from employees due the State Department of Revenue, then and in such event the said County and the other proper officers representing said County may pay such claim or funds to the person furnishing such labor or services or to the State Industrial Accident Commission or to the State Unemployment Compensation or to the State Department of Revenue and charge the amount thereof against funds due or to become due said Contractor by reason of his said contract, but payment of any such claims in the manner herein authorized shall not relieve the contractor or his surety from his or its obligation with respect to any unpaid claims.

The Contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical or hospital care or other needed care and attention incident to sickness or injury to the employees of such Contractor of all sums which the said Contractor agrees to pay for such services, and all moneys and sums which the Contractor may or shall have deducted from the wages of his/her employees for such services.

ARTICLE VII. Nonappropriation: The Contractor agrees that if payment for this contract extends into County's next fiscal year, it is made subject to future appropriations by the Board of County Commissioners of Multnomah County, Oregon to fund its provisions; and may be cancelled by County upon thirty days written notice to Contractor of any such failure.

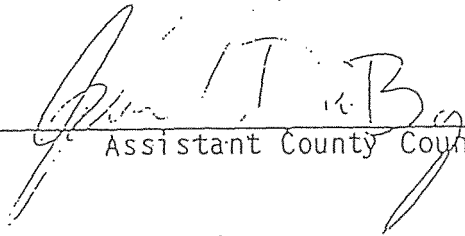


IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers the date first written above.

COUNTY OF MULTNOMAH, State of Oregon

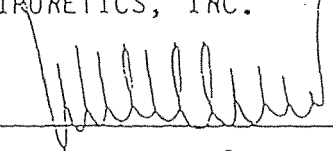
APPROVED AS TO FORM:

LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By   
Assistant County Counsel

By  KB  
Gladys McCoy, County Chair

ENVIRONETICS, INC.

  
Contractor

WILLIAM D MILLER  
President  
Contractor

RB:CLS  
081788



ARTICLE VIII

RECEIVED

JUL 29 1988

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS # B43-100-3028 To be opened 2 P.M., August 11, 1988

ENVIRONETICS, INC.

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, Oregon, 97202, until 2 P.M. Pacific Time and will be publicly opened and read for furnishing Herman Miller Furnishings and Accessories on a requirements basis for a period of one year with two, one year, optional renewals

in estimated quantities and as per specifications as indicated herein. To insure proper bid identification and handling, USE THE BID ENVELOPE, attached herewith

Specifications are on file with the Purchasing Department and may be seen there and copies thereof may be obtained at the office of the Purchasing Director, 2505 S.E. 11th Avenue, Portland, Oregon, 97202. Protests to the specifications will not be considered unless detailed in official correspondence to the Purchasing Director and received five (5) days or more prior to the opening date.

As required by ORS 279.021, Multnomah County shall always--price, fitness and quality being equal--prefer supplies, goods, wares, merchandise, manufacturers or produce that has been grown, manufactured or produced in this State and shall next prefer such as have been partially manufactured, grown or produced in this State.

Also the constitutional debt limitation for counties requires any county contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provisions, and contract documents will reflect this condition.

Pursuant to Multnomah County Administrative Rules, the County may, in its discretion, waive the bid security requirements of ORS 279.033 for contracts other than those for public improvements. No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof a surety bond for an amount equal to ten percent of the aggregate proposal, unless otherwise specified in the space provided below. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Surety Bond: W A I V E D

The right is expressly reserved to reject any and all bids.

Dated at Portland, Oregon July 19, 1988.

Board of County Commissioners  
MULTNOMAH COUNTY, OREGON

Publication Dates July 28, 29 & Aug. 1, 1988

By Lillie M. Walker  
Lillie M. Walker, Purchasing Director

(Continued on reverse)

Form PD 13

To the Board of County Commissioners:

The undersigned proposes to furnish the services herein mentioned at the unit price indicated, all in accordance with the specifications and provisions as herein above set forth, attached hereto and made a part hereof;

In compliance with ORS 279.350 for public works projects and as a part of this bid, the bidder herein agrees to covenant in his contract and it shall be a condition of his bond that in performing his contract he will pay and cause to be paid not less than the prevailing rate of wages as of the date of his bid in such county per hour, per day and per week for and to each and every workman who may be employed in and about the performance of his contract. If the public officers who make the contract determine at any time that the prevailing rate of wages has not been or is not being paid as required by the contract, they may retain from the moneys due to the contractor an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and they may also cancel the contract.

The undersigned bidder hereby represents as follows: That this bid is made without connection with any person, firm or corporation making a bid for the same material, and is all respects fair and without collusion or fraud.

Delivery to be F.O.B. destination within 8 weeks days after receipt of order. Not: Reduced response time available on many

Accompanying this proposal is a W A I V E D in the ("Certified Check" or "Bidders Bond")

Amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) which is not less than ten percent of the total amount of this bid.

(Signature of bidder) Environetics, Inc.  
legal name of firm or corporation

By Andrew F. Threll

(Name)

Dated August 10, 1988

RECEIVED

JUL 29 1988

ENVIRONETICS, INC.

Sales Executive

(Title)

Address 17380 SW. Boones Ferry Rd.  
Lake Oswego, OR 97035

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 3

INSTRUCTIONS TO BIDDERS

IMPORTANT NOTICE REGARDING VENDOR SELECTION LIST

If your firm does not wish to bid at this time, but wishes to remain on the vendor selection list for other office furniture, please send a written "NO-BID" to the above address or call Roger A. Bruno at 503-248-5111 and submit a verbal "NO-BID" no later than August 11, 1988.

All vendors not responding (written or oral) to this invitation to bid may be automatically dropped from the future vendor selection list for this item category, but will remain on all other lists applied for.

EQUIVALENT PRODUCTS

No substitutions will be allowed on the Herman Miller brand, per Multnomah County PCRB exemption exempting this item from substitutions.

METHOD OF AWARD

Award will be made to the bidder submitting the lowest responsive bid. The award will be made on an all-or-none basis, as in the best interest of the County. The right is expressly reserved to reject any or all bids.

CLARIFICATION OF SPECIFICATIONS

Any vendor requiring further clarification of the information contained herein should submit specific questions in writing to:

Multnomah County Purchasing Section  
c/o Roger A. Bruno, Buyer  
2505 S.E. 11th Avenue  
Portland, OR 97202

A written response will be provided to those questions which are deemed appropriate, copies of which will be sent to all vendors in receipt of this IFB. Questions will not be answered verbally except those which would clarify specifications and requirements of this IFB and as further provided herein. However, any actions or changes resulting from these communications will be forwarded to all bidders as an addendum to this IFB.

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 4

Oral instructions or information concerning the specifications for the projects or requirements given out by County officers, employees or agents to prospective bidders shall not bind the County. Any addenda shall be issued by the Purchasing Agent not less than five (5) days prior to bid opening.

CANCELLATION

Multnomah County reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of award. The bidder assumes the sole risk and responsibility for all expenses connected with the preparation of its bid.

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 5

TERMS

TERMS OF PAYMENT

Discounts for early payment will be considered in awarding the bid if at least 20 days are allowed for making payment. Discount time shall commence upon receipt of material/services or properly executed invoice, whichever is the later.

Please indicate terms in space provided above on Page 1. If terms are not indicated on the bid, the invoice will be paid on a net 30 days basis.

GUARANTEE OF PURCHASES

The County makes no guarantee as to the quantity of purchases that will be made from this agreement. The dollar figure being bid is an approximation only, based on prior usage.

F.O.B.

All prices are to be quoted F.O.B. destination to:

Multnomah County  
Any location  
Multnomah County, Oregon

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 6

CONTRACT CONDITIONS

TERM OF CONTRACT

The time period for this contract shall be from date of signature, 1988, through August 31, 1989.

TRIAL PERIOD

The first 60 days of the contract shall be a trial period as related to contract service and specification compliance.

A contractor who is not in compliance during this "trial period" may be terminated by the County with 10 calendar days written notice of noncompliance. The contractor shall also have the option to give 10 calendar days notice of termination to the County during this trial period should conditions arise which would preclude the contractor from complying with the contract provisions. Should such a termination occur, the County shall have the option to make a contract award offer to the best qualified contractor who is the next lowest bidder.

RENEWAL

The County shall have the option to renew this contract subject to approval of the contractor, for two additional one year periods upon a 30 day written notice. Any price adjustments must be submitted by the contractor, with its approval of the renewal agreement, before the first contract period expires on August 30, 1989. The County reserves the right to reject any renewal acceptance by the contractor that contains modifications of the contract unacceptable to the County.

Should the County not receive written acceptance of the renewal offer within two (2) weeks of the written notice to renew, it will be assumed that the contractor accepts the renewal agreement and will abide by all the terms, conditions, instructions, prices, percentages, etc., of the existing contract at time of renewal.

The County will be under no obligations to renew the contract. Multnomah County may, at its discretion, rebid the contract after the first contract period.

TERMINATION

This agreement may be terminated at any time, with cause, by the County or by the contractor upon giving not less than thirty (30) days written notice of ter-

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 7

mination to the other party. The County may also terminate at any location that may be closed down or moved; such partial termination shall not affect the obligation of the contractor to fulfill the contract at other locations. Failure to live up to the specifications will be considered good and sufficient cause.

PRICE STABILITY

Prices shall be firm for the agreement period.

Note: Discounts firm based on current list.

NONPERFORMANCE

In the event of nonperformance under the resulting contract, the County shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work or goods shall be borne by the contractor.

For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.

ASSIGNMENT

Neither the contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the contractor without the express written consent of the Purchasing Director of Multnomah County.

INTERGOVERNMENTAL AGREEMENT

If requested, this offer shall be extended to any interested public agency pending the completion of an Intergovernmental Agreement between Multnomah County and the other public agency.



MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS, continued

Page 8

RECEIVED

JUL 29 1988

BIDDING SHEET

ENVIRONETICS, INC.

Herman Miller Furnishings and Accessories:  
on a requirements basis ..... Percentage Off List Price \_\_\_\_\_  
Herman Miller Action Office

- 57.5% off list, Standard delivery
- 56.5% off list, Rapid Response
- 60% off list, for orders of \$250,000 - 500,000 list.
- Negotiable discount for orders in excess of \$500,000 list.

Multnomah County purchases approximately \$100,000.00 worth of Herman Miller items per year.

All discounts are based on the current list price at time of order.

RB:CLS  
071888

# BUDGET MODIFICATION NO. DGS #17

(For Clerk's Use) Meeting Date MAY 1 1990

Agenda No. 2-9

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR May 1, 1990

(Date)

DEPARTMENT General Services

DIVISION Assessment & Taxation

CONTACT Bob Ellis

TELEPHONE 248-3367

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD

Janice Druian

## SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)

BUD MOD TO MOVE FUNDS FROM PERSONNEL SERVICES TO POSTAGE  
IN A&T APPRAISAL

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Approximately 100,000 MORE NOTICES OF VALUE INCREASE will be mailed to property owners during April and May than was anticipated a year ago. Unbudgeted postage costs will be approximately \$21,000 at a cost of 21¢ per item.

Money exists in FY 89/90 salary savings in Appraisal to cover a transfer of \$21,000 from Personnel to Postage.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of \_\_\_\_\_)

(Specify Fund)

(Date)

After this modification

Originated By

Date

Department Manager

Date

Budget Analyst

Date

Personnel Analyst

Date

Board Approval

Date

TRANSACTION EB [ ]

GM [ ]

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY

## Change

| Document<br>Number | Action | Fund | Agency | Organi-<br>zation | Activity | Reporting<br>Category | Object | Current<br>Amount | Revised<br>Amount | Change<br>Increase<br>(Decrease) | Sub-<br>Total | Description |
|--------------------|--------|------|--------|-------------------|----------|-----------------------|--------|-------------------|-------------------|----------------------------------|---------------|-------------|
|--------------------|--------|------|--------|-------------------|----------|-----------------------|--------|-------------------|-------------------|----------------------------------|---------------|-------------|

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|                          |  | 100 | 040 | 7580 |  |  | 5100 |  |  | (21,000) |  |                          |  |
|                          |  | 100 | 040 | 7580 |  |  | 6200 |  |  | 21,000   |  |                          |  |
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REVENUE

TRANSACTION RB [ ]

GM [ ]

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY.

## Change

| Document Number | Action | Fund | Agency | Organization | Activity | Reporting Category | Revenue Source | Current Amount | Revised Amount | Change (Increase/Decrease) | Sub-Total | Description |
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# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GRETCHEN KAFOURY  
RICK BAUMAN  
SHARRON KELLEY

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

AT OTHER LOCATIONS:

OFFICE OF THE DIRECTOR (503) 248-3303  
EMPLOYEE SERVICES (503) 248-5015  
FINANCE (503) 248-3312  
LABOR RELATIONS (503) 248-5135  
PLANNING & BUDGET (503) 248-3883

ADMINISTRATIVE SERVICES (503) 248-5111  
ASSESSMENT & TAXATION (503) 248-3345  
ELECTIONS (503) 248-3720  
INFORMATION SERVICES (503) 248-3749

## M E M O R A N D U M

DATE: April 19, 1990

TO: Gladys McCoy  
Chair, Board of County Commissioners

FROM: J. Mark Campbell, Planning & Budget *Mark*

RE: DGS # 17

On May 3rd, the Board of County Commissioners will be considering budget modification **DGS # 17**. This budget modification proposes the use of salary savings to offset additional postage costs resulting from an increase in the number of valuation notices.

There is no fiscal impact in FY 1989-90. Salary savings exist from vacancies, retirements and leaves of absence in Assessment & Taxation. This action is proposed due to the fact that there are approximately 100,000 more **Notices of Value Increase** than was anticipated in the budget. This budget modification transfers \$21,000 from personal services savings to cover this cost.

Should you have any questions regarding this budget modification please do not hesitate to contact me.

DATE SUBMITTED April 23, 1990

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. 240

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Labor Agreement

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT General Services DIVISION Labor Relations

CONTACT Darrell Murray TELEPHONE 248-5135

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Darrell Murray

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

This is the Deputy Sheriffs Contract written pursuant to the Award of Arbitrator Gary Axon.

Contract available in Clerk's Office

5/2/90 4 original executed signature  
pages returned to Darrell  
Murray

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

[ ] INFORMATION ONLY [ ] PRELIMINARY APPROVAL [ ] POLICY DIRECTION [X] RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

PERSONNEL

[X] FISCAL/BUDGETARY

[ ] General Fund

Other \_\_\_\_\_

SIGNATURES: [Signature]

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Jinda Alexander

BUDGET / PERSONNEL [Signature] / Susan Myers

COUNTY COUNSEL (Ordinances, Resolution, Agreements, Contracts) [Signature]

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

1990 APR 27 PM 3:08  
CLERK'S OFFICE  
CLERK OF COUNTY



## MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
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INFORMATION SERVICES (503) 248-3749

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### MEMORANDUM

TO: Board of Commissioners

FROM: Darrell Murray, Deputy Labor Relations Manager

DATE: April 23, 1990

SUBJECT: Deputy Sheriffs Contract

---

Enclosed is the collective bargaining agreement between the County and the Deputy Sheriffs Association. Some of its provisions resulted from bargaining, while others were ordered by an interest arbitrator (Mr. Gary Axon) pursuant to Oregon law. It is the opinion of staff that there are no grounds for overturning the arbitrator's award and that adoption by the Board is, therefore, required. The following are the provisions which differ from the prior agreement:

Article 8, Vacations: No substantive change; headings were added to the vacation schedule to make reference easier.

Article 9, Sick Leave: Obsolete provisions related to the conversion of sick leave are eliminated. Also, the County's parental leave policy is incorporated into the agreement.

Article 10, Other Leaves: A minor adjustment is made in the maternity leave section to accommodate the County's parental leave policy.

Article 11, Health and Welfare: This article has undergone major revisions. First, the preexisting Blue Cross Base Plan plus major medical has been replaced by the County's "Comprehensive" plan which significantly reduces first dollar benefits. The near term savings from this change are offset by improved catastrophic benefits; an additional \$10,000 life insurance, addition of a \$5 co-pay prescription drug rider to the Kaiser plan, and addition of a long term disability plan. (These are the same offsetting benefits received by other bargaining units.)

Memorandum To Board of Commissioners  
April 23, 1990  
Re: MCDSA Contract Ratification

The other significant change in this article is the addition of a retiree insurance provision identical in structure to that adopted last fall for exempt employees. Pursuant to ordinance 631, a fund will be established into which the county will pay (beginning July 1, 1990) eight-tenths of one percent of payroll to cover the anticipated long term cost of this benefit.

Article 12, Worker's Compensation: This provision has been modified to incorporate changes identical to those made in the corrections officers contract to diminish the risk that an employee injured in the final 3 years of employment would suffer a reduction in pension as a consequence.

Article 16, Compensation: Effective July 1, 1989 employees will retroactively receive a wage increase of five percent (5%). Effective July 1, 1990 employees will receive a wage adjustment based on a cost of living clause with a minimum of 3% and a maximum of 6%. Recent reports of the consumer price index indicate this will produce an increase of 5.2%. Effective January 1, 1990 employees with 14 or more years of service as a deputy sheriff, sergeant, or scientific investigator will receive a longevity increase of 2.5%.

Article 17, Incentive Program: The only modifications of this article are to specify a modified form of sit-up for the fitness test, and to permit bench press as an alternative to push ups.

Article 19, Discipline: Minor modifications were included in this article. Former section D, which permitted an employee to cause removal of prior disciplinary records from his or her file on request and subject to certain time frames, has been replaced by a clause permitting the unlimited retention of such records. The arbitrator will determine whether prior disciplinary records are relevant.

Article 20, Settlement of Disputes: The time limits for submission and reply at the various steps has been changed to 15 working days. Also, "work days" was defined as Monday through Friday, excluding exempt employee holidays. These changes were identical to ones made in the corrections contract.

Article 21, General Provisions: This was modified to confine the scope of existing conditions to those which represent mandatory subjects of bargaining.

Article 24, Termination: This is a two year agreement effective July 1, 1989 and expiring June 30, 1991.

If you have any questions, please call.

cc: (Cover memo only)  
Sheriff Bob Skipper  
All Law Enforcement Branch Managers  
Dave Warren  
Mark Williams

4/23/90

CLEAR OF BOARD:

PLEASE HAVE CHAIR/  
BOARD SIGN ALL FIVE  
SIGNATURE SHEETS;

KEEP THE EXECUTED  
ORIGINAL (W/1 OF THE  
SIGNATURE SHEETS) FOR  
BOARD FILES. RETURN THE  
OTHER 4 SIGNATURE  
SHEETS TO ME. PLEASE  
DATE THE SIGNATURE  
SHEETS.

THANKS,  
DARRELL MORRAY



**1989-91  
AGREEMENT  
BETWEEN  
MULTNOMAH COUNTY, OREGON  
AND  
MULTNOMAH COUNTY DEPUTY  
SHERIFFS ASSOCIATION**

LABOR RELATIONS SECTION  
PORTLAND BUILDING  
PORTLAND, OREGON 97204

# TABLE OF CONTENTS

|            |                                | PAGE |
|------------|--------------------------------|------|
| ARTICLE 1  | PREAMBLE                       | 1    |
| ARTICLE 2  | RECOGNITION                    | 2    |
| ARTICLE 3  | MANAGEMENT RIGHTS              | 3    |
| ARTICLE 4  | ASSOCIATION SECURITY           | 4    |
| ARTICLE 5  | CHECK OFF AND SERVICE FEE      | 5    |
| ARTICLE 6  | NO STRIKE AND NO LOCKOUT       | 8    |
| ARTICLE 7  | HOLIDAYS                       | 9    |
|            | A. Holidays and Holiday Pay    | 9    |
|            | B. Taking of Holidays          | 10   |
|            | C. Unused Holidays             | 10   |
| ARTICLE 8  | VACATION LEAVE                 | 12   |
|            | A. Accrual                     | 12   |
|            | B. Vacation Times              | 13   |
|            | C. Termination or Death        | 13   |
| ARTICLE 9  | SICK LEAVE                     | 14   |
|            | A. Accrual                     | 14   |
|            | B. Death                       | 14   |
|            | C. Immediate Family            | 15   |
|            | D. Compensation for Sick Leave | 15   |
|            | E. Maternity Sick Leave        | 15   |
|            | F. Holiday Credit              | 15   |
| ARTICLE 10 | OTHER LEAVES                   | 16   |
|            | A. Leave of Absence            | 16   |
|            | B. Jury Duty                   | 16   |
|            | C. Voting Time                 | 16   |
|            | D. Association Business        | 17   |
|            | E. Maternity Leave             | 17   |
|            | F. Tuition Reimbursement       | 17   |
|            | G. Military Service            | 18   |
|            | 1. Leave with Pay              | 18   |
|            | 2. Leave with Repayment        | 18   |
|            | 3. Leave without Pay           | 19   |

|            |   | PAGE |
|------------|---|------|
| ARTICLE 11 | HEALTH AND WELFARE                        | 20   |
|            | A. Medical-Hospital                       | 20   |
|            | 1. Kaiser                                 | 20   |
|            | 2. O.D.S.                                 | 20   |
|            | B. Dental Plan                            | 20   |
|            | C. Life Insurance                         | 20   |
|            | D. Successor Plans                        | 21   |
|            | E. Health Plan Benefit Revisions          | 22   |
|            | F. Retiree Medical Insurance              | 23   |
|            | G. Long-Term Disability Insurance         | 28   |
|            | H. Prescription Drug Rider/Kaiser         | 28   |
| ARTICLE 12 | WORKERS' COMPENSATION                     | 29   |
| ARTICLE 13 | TORT CLAIM DEFENSE<br>AND INDEMNIFICATION | 39   |
| ARTICLE 14 | SENIORITY AND LAYOFF                      | 40   |
|            | A. Definition of Seniority                | 40   |
|            | B. Computation of Seniority               | 40   |
|            | C. Layoff                                 | 42   |
|            | D. Bumping Rules                          | 42   |
|            | E. Placement on the Layoff List           | 45   |
|            | F. Recall of Laid-off Employees           | 47   |
|            | G. Retirement                             | 47   |
|            | H. Annexation                             | 48   |
| ARTICLE 15 | HOURS OF WORK                             | 49   |
|            | A. Regular Hours                          | 49   |
|            | B. Work Week                              | 49   |
|            | C. Work Day                               | 49   |
|            | D. Shift Assignment                       | 49   |
|            | E. Work Schedules                         | 50   |
|            | F. Emergency Work Schedule Changes        | 50   |
|            | G. Rest and Meal Periods                  | 51   |
| ARTICLE 16 | COMPENSATION                              | 52   |
|            | A. Wages and Classification<br>Schedule   | 52   |
|            | 1. July 1, 1989 Wages                     | 52   |
|            | 2. July 1, 1990 Wages                     | 52   |
|            | 3. Consumer Price Index                   | 52   |
|            | B. Longevity Pay                          | 53   |
|            | C. Working Out of Classification          | 53   |
|            | D. Pay Periods                            | 53   |
|            | E. Call-in Time                           | 54   |
|            | F. Overtime                               | 54   |

|   | PAGE |
|---|------|
| ARTICLE 16 (Continued)                                      |      |
| G. Court Time   | 55   |
| H. Distribution   | 56   |
| I. Transportation   | 56   |
| J. Anniversary Step Increases                               | 57   |
| K. Retirement   | 58   |
| L. Coach Pay  | 59   |
| M. Tactical Dog Unit Pay                                    | 60   |
| N. Hazardous Materials Premium                              | 60   |
| ARTICLE 17  |      |
| PUBLIC SAFETY ACHIEVEMENT PROGRAM                           | 61   |
| A. Levels   | 61   |
| B. Annual Requirements                                      | 62   |
| 1. BPST Certification                                       | 62   |
| 2. Fitness Test   | 62   |
| 3. Health Examination                                       | 63   |
| 4. Education, Training and<br>Community Service             | 64   |
| 5. Range Qualification                                      | 65   |
| C. Participation Requirements                               | 65   |
| D. Continuation Requirements                                | 66   |
| 1. Payment  | 66   |
| 2. Higher Level   | 66   |
| E. Certification Attainment<br>During Fiscal Year           | 66   |
| F. Physical Disabilities                                    | 67   |
| 1. Temporary Medical  | 67   |
| 2. Permanent Injury   | 67   |
| G. Definition of Achievement Pay<br>for Retirement Purposes | 68   |
| H. Eligibility Committee                                    | 68   |
| I. Fair Labor Standards Act                                 | 68   |
| ARTICLE 18  |      |
| PROBATION AND TRIAL SERVICE PERIOD                          | 70   |
| A. Probation  | 70   |
| B. Trial Service Period                                     | 70   |

|            |  | PAGE |
|------------|--|------|
| ARTICLE 19 | DISCIPLINE AND DISCHARGE                         | 71   |
|            | A. Discipline                                    | 71   |
|            | 1. Formal and Informal                           | 71   |
|            | 2. Prohibited Forms of Discipline                | 72   |
|            | 3. Arrest  | 72   |
|            | 4. Political Activity                            | 72   |
|            | 5. Polygraph Examinations                        | 72   |
|            | B. Discharge                                     | 72   |
|            | C. Internal Investigatory Procedures             | 73   |
|            | 1. Manual of Procedures and Work Rules           | 73   |
|            | 2. Contractual Internal Investigatory Procedures | 73   |
|            | D. Record of Employee Conduct                    | 76   |
| ARTICLE 20 | SETTLEMENT OF DISPUTES                           | 77   |
|            | A. Grievance Procedure                           | 77   |
|            | B. Stewards                                      | 79   |
|            | C. County-Association Meetings                   | 80   |
|            | D. Processing Grievances                         | 81   |
| ARTICLE 21 | GENERAL PROVISIONS                               | 82   |
|            | A. No Discrimination                             | 82   |
|            | B. Bulletin Boards                               | 83   |
|            | C. Visits by Association Representatives         | 83   |
|            | D. Assignment of Association President           | 83   |
|            | E. Rules   | 83   |
|            | F. Existing Conditions                           | 83   |
|            | G. Supremacy of Contract                         | 84   |
|            | H. Contract Negotiations                         | 84   |
|            | I. Safety  | 85   |
|            | J. Speech Rule                                   | 85   |
|            | K. Contract Work                                 | 85   |
| ARTICLE 22 | SAVINGS CLAUSE AND FUNDING                       | 87   |
|            | A. Savings Clause                                | 87   |
|            | B. Funding                                       | 87   |
| ARTICLE 23 | ENTIRE AGREEMENT                                 | 89   |

|            | PAGE                            |
|------------|---------------------------------|
| ARTICLE 24 | TERMINATION                     |
|            | 91                              |
|            | SIGNATURE PAGE                  |
|            | 92                              |
| APPENDIX A | WAGE RATES                      |
|            | 93                              |
| APPENDIX B | PERS CONTINUATION ELECTION FORM |
|            | 94                              |
|            | INDEX                           |
|            | 98                              |

A G R E E M E N T

Between

MULTNOMAH COUNTY, OREGON

and

MULTNOMAH COUNTY DEPUTY SHERIFFS

ASSOCIATION

---

ARTICLE 1

PREAMBLE

This Agreement is entered into by Multnomah County, Oregon, hereinafter referred to as the County, and Multnomah County Deputy Sheriffs Association, hereinafter referred to as the Association. The County and the Association recognize that the effectiveness of the Multnomah County Sheriff's Office depends upon the professionalism of individual officers. The parties pledge through this Agreement to strive for ever improved services to the public of Multnomah County.

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits, and other conditions of employment.

The parties agree as follows:

ARTICLE 2  
RECOGNITION

The County recognizes the Association as the sole and exclusive bargaining agent for all nonsupervisory employee members of the bargaining unit (defined hereinafter) for the purpose of establishing wages, hours and other conditions of employment. The bargaining unit shall be defined as including all non-supervisory sworn employees of the Office of the Sheriff defined by Civil Service as Deputy Sheriff/Public Safety Officers, Scientific Investigators and Sergeants; and specifically excluding, Public Safety Managers and the Sheriff, and any other employees of the equivalent rank of Public Safety Manager or higher. The positions covered by this Agreement are listed in Appendix A attached hereto and made a part hereof.



ARTICLE 3  
MANAGEMENT RIGHTS

The County shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of the Division, determining the levels of service and methods of operation including subcontracting (except duties determined by the Sheriff to require performance by sworn law enforcement officers) and the introduction of new equipment; the right to hire, layoff, transfer and promote; to discipline or discharge for cause, to determine work schedules and assign work and any other such rights not specifically referred to in this Agreement. Management rights, except where abridged by specific provisions of this Agreement or general law, are not subject to the grievance procedure.

ARTICLE 4  
ASSOCIATION SECURITY

Employees shall have the right to self-organize, to form, join, or assist labor organizations or to refrain therefrom, to bargain collectively through representatives of their own choosing, to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection. There shall be no discrimination exercised against any employee covered by this Agreement because of his/her membership or Association activities.

## ARTICLE 5

### CHECK OFF AND SERVICE FEE

A. The County agrees to deduct once each month from the pay of employees covered by this Agreement as applicable:

1. The Association membership dues and regular assessments of those Association members who individually request such deductions in writing;

2. A monthly service fee, in lieu-of-dues and regular assessments, from any employee who is a member of the bargaining unit and who has not joined the Association within thirty (30) days of becoming an employee. This service fee shall be segregated by the Association and used on a pro-rata basis solely to defray the cost of its services in negotiating and administering this contract.

B. The Association expressly agrees that it will safeguard the rights of non-association of employees, based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Such employee shall pay the monthly service fee (Section A.1. above) to a non-religious charity mutually agreed upon by the employee making such payment and the Association, or in lieu thereof, the employee shall request that such monthly service fee payments not be deducted and

shall make such payment to a charity as heretofore stated and shall furnish written proof to the Association and the County, when requested, that this has been done.

C. The Association expressly agrees that no funds derived from the monthly service fees shall be expended for political purposes by the Association.

The amounts to be deducted shall be certified to the County by the Treasurer of the Association, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Treasurer of the Association by the first day of the succeeding month after such deductions are made. Any change in the amounts to be deducted requires thirty (30) days advance notice from the Treasurer to the County.

The amount of the monthly service fee shall be set at the amount of dues generally deducted, less any present or future service or benefit not enjoyed by non-Association members of the bargaining unit.

D. The County agrees to furnish the Association each month a listing of all new employees covered by this Agreement hired during the month, and of all employees covered by this Agreement who terminated during the month. Such listing shall contain the names of the employees, along with their job classifications, work locations and home addresses.

E. The Association agrees that it will indemnify, defend and hold the County harmless from all suits, actions, proceedings or claims against the County or persons acting on behalf of the County, whether for damages, compensation, reinstatement or any combination thereof, involving the application of this Article. In the event that any forum decides that any part of this Article is invalid and/or that reimbursement of the monthly service fee to non-members must be made to employees affected, the Association shall be solely responsible for such reimbursement.

## ARTICLE 6

### NO STRIKE AND NO LOCKOUT

No employee covered by this Agreement shall engage in any work stoppage, slowdown, or strike at any County facility or at any location where County services are performed during the life and duration of this Agreement. If any such work stoppage, slowdown, or strike take place, the Association will immediately notify such employees so engaging in such activities to cease and desist, and it shall publicly declare that such work stoppage, slowdown, or strike is in violation of this contract and unauthorized, and otherwise use all reasonable efforts and means to prevent a continued violation of this contract. Employees in the bargaining unit, while acting in the course of their employment, shall not refuse to cross any picket line established by any labor organization. Any employee engaging in any activity in violation of this Article shall be subject to immediate disciplinary action, including discharge, by the County.

There will be no lockout of employees in the unit by the County as a consequence of any dispute arising during the life and duration of this Agreement.

## ARTICLE 7

### HOLIDAYS

A. Holidays and Holiday Pay. Any day the President of the United States and/or Governor of Oregon declares a holiday for all public and private sector employees shall be recognized and observed as a paid holiday. In lieu of any other specific, recognized or observed holidays, each employee shall be credited with eleven (11) personal holidays per year at the commencement of each fiscal year and the employee shall receive one (1) day's pay at the straight time rate for each of the holidays selected on which he performs no work. It is recognized that one of these personal holidays is in memory of the contributions of Martin Luther King to the people of the United States. An employee hired subsequent to July 1 of a fiscal year shall be credited with 7.3 hours of personal holiday time for each full month remaining in the fiscal year.

If any employee is scheduled to work New Year's Day, Independence Day, Thanksgiving Day or Christmas Day and still has remaining personal holidays, such work day may be designated as a personal holiday and worked at the holiday overtime rate of two and one-half (2-1/2) times the regular rate.

The Sheriff may, upon ten (10) days notice, however, declare New Year's Day, Independence Day, Thanksgiving Day or Christmas Day to be a holiday for all or certain non-patrol personnel.

B. Taking of Holidays. Employees shall be allowed to use the personal holidays consecutively and/or in conjunction with regularly scheduled vacations. Consistent with the needs of the Office of the Sheriff, as reasonably determined by the Sheriff or his designee(s), an employee shall be granted a personal holiday upon fifteen (15) days' notice or upon mutual agreement. Upon demand by the employee or the Association, the Office of the Sheriff will provide in writing the reason(s) for any denial of such request within three (3) working days.

C. Unused Holidays. Personal holidays do not accrue on the same basis as vacations. Personal holidays which have not been used by June 30 of the fiscal year shall be forfeited subject to the exception that if the employee has applied for and been denied any personal holidays during the fiscal year, he shall be paid off at the rate of eight (8) hours straight time pay for each of a maximum of two (2) unused personal holidays. If, in the



Sheriff's judgment, there are budgetary constraints on such payment, the employee shall accrue up to a maximum of two unused personal holidays for use in the subsequent fiscal year.

In no event shall an employee be paid for unused personal holidays at the time of termination.

## ARTICLE 8

### VACATION LEAVE

A. Accrual. Employees shall accrue vacation time in accordance with the following schedule:

1. Less than Five Years - Two Weeks per Year.  
Less than 10,440 straight time hours of continuous service, .0385 hours per straight time hour worked, cumulative to two hundred (200) hours.
2. Five Years but less than Ten Years - Three Weeks Per Year.  
10,440 straight time hours, but less than 20,880 straight time hours of continuous service, .0577 hours per straight time worked, cumulative to two hundred forty (240) hours; and shall be entitled to three (3) weeks (i.e., 120 hours) vacation.
3. Ten Years but less than Twenty Years - Four Weeks per Year.  
20,880 straight time hours, but less than 41,760 straight time hours of continuous service, .0769 hours per straight time hour worked, cumulative to four hundred (400) hours; and shall be entitled to four (4) weeks (i.e., 160 hours) vacation.
4. Twenty Years or More - Five Weeks per Year.  
41,760 or more straight time hours of continuous service, .0961 hours per straight time hour worked, cumulative to four hundred (400) hours; and shall be entitled to five (5) weeks (i.e., 200 hours) vacation.

For the purposes of this article, continuous service is terminated by voluntary termination, involuntary termination due to the expiration of a layoff list, or discharge for cause. Time in continuous service shall exclude any leave of absence without pay which exceeds thirty (30) calendar days.

B. Vacation Times. Employees shall be permitted to choose either a split or an entire vacation. Vacation times shall be scheduled by the County. Scheduling shall be based primarily on the needs of efficient operations and the availability of vacation relief. Sign up for vacation shall be during or prior to January of each fiscal year. Within each unit and shift assignment, an employee shall have the right to express his preference for vacation time, but vacation time shall be determined on the basis of seniority, within job classification. Each employee will be permitted to exercise his right of seniority only at the annual sign up. The right of exercise of seniority will be limited in total for both personal holidays and vacation sign up to the amount of the employee's annual vacation accrual.

C. Termination or Death. After six (6) months of service, upon the termination of an employee for any reason, or in the event of the death of an employee, all accumulated vacation shall be paid either to the employee or his heirs, whichever the case may be.

## ARTICLE 9

### SICK LEAVE

A. Accrual. Employees shall accrue sick leave at the rate of .0461 hours for each straight time hour worked, to be used in the event of his illness or illness of a member of his immediate household. Sick leave may be accrued on an unlimited basis.

In cases where the employee is absent in excess of three (3) days, the County may, selectively, without discrimination, request from such employee a physician's statement verifying that the absence was due to illness.

B. Death. In addition to regular sick leave, an employee shall be granted not more than three (3) days leave of absence with payment at the regular rate of pay for working time missed during such three (3) day period in the event of death in the immediate family of the employee. Such leave with pay shall be for the purpose of making household adjustments or to attend funeral services. If such funeral is beyond 500 miles, the employee may be granted up to three (3) additional days with pay at the discretion of the Sheriff for travel and personal considerations.

C. Immediate Family. For purposes of the immediately preceding paragraph only, an employee's immediate family shall be defined as spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, or brother-in-law. In the event of death involving relationships other than those set forth above, under exceptional circumstances, a leave of absence may be granted by the Sheriff upon request.

D. Maternity Sick Leave. The use of sick leave during pregnancy shall be limited to those specific times when the employee is disabled from performing her normal duties and shall be governed by Section A of this Article.

E. Parental Sick Leave. The use of sick leave for parental purposes shall be governed by sections A through D of this Article except as provided by ORS 659.360, or by specific action by the Board of County Commissioners that would provide greater benefits, and as would be mutually agreed to by the Parties.

## ARTICLE 10

### OTHER LEAVES

A. Leave of Absence. Leaves of absence without pay for a limited period may be granted for any reasonable purpose, and such leaves may be renewed or extended for any reasonable period. Leaves of absences without pay for educational purposes may be granted under the terms of this Section.

Any employee who has been granted a leave of absence and who for any reason fails to return to work within five (5) days after the expiration of said leave of absence shall be considered as having resigned his position with the County, and his position shall thereupon be declared vacated, except and unless the employee prior to expiration of his leave of absence has made application for and has been granted an extension of said leave or has furnished evidence that he was unable to request an extension of leave by reason of sickness or physical disability.

B. Jury Duty. Employees shall be granted leave with full pay in lieu of jury fees any time they are required to report for jury duty. If an employee is excused or dismissed prior to noon, he shall report for work.

C. Voting Time. Employees shall be granted two (2) hours to vote on any election day if due to shift scheduling they would not be able to vote.

D. Association Business. Employees elected or selected by the Association to do work which takes them from their employment with the County shall, at the written request of the Association, be granted a leave of absence without pay for up to thirty (30) days at the request of the Association.

E. Maternity Leave. Maternity leave without pay shall be governed by Section A of this Article.

F. Tuition Reimbursement. The County will reimburse an employee for the cost of tuition for any course of study taken on the employee's own time which, in the County's judgment, is related to the employee's position and will result in improved performance, subject to the County's budgetary limitations and priorities. Employees shall apply for approval of the request for reimbursement at least five (5) days prior to the proposed enrollment. If approved in writing prior to enrollment, the County will make reimbursement within thirty (30) days after proof of satisfactory completion of the course. Training received under the terms of this paragraph may not be used to meet any requirement of the Law Enforcement Professional Incentive Program.

G. Military Service.

1. Leave With Pay. In compliance with State law (ORS 408.290) following six (6) months of employment, any employee may apply for a leave of absence with pay for any period of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States. Such leave with pay and without loss of benefits or accrual of benefits shall not exceed fifteen (15) calendar days in any one (1) calendar year.

2. Leave With Repayment. Employees shall be allowed to attend required military service or training sessions which fall on their regular working day(s) in lieu of their scheduled shift provided that twenty (20) days' notice is given and they agree to and do work on a scheduled day(s) off in compensation. Such repayment shall be made within thirty (30) calendar days or the equivalent amount of pay shall be deducted from the employee's next paycheck. When an employee fails to comply with this section on two separate occasions during the term of this contract further rights under this Section 2 shall be suspended for twelve (12) months from the date of the second infraction.



3. Leave Without Pay. In compliance with Federal law (38 USC ch. 43, Part III), an employee shall be granted military leave without pay for such days as are not compensated under the provisions of subsections 1. and 2. above. There is no limitation on the number or duration of such leaves. An employee on such leave shall preserve the seniority status, pay, and vacation he would have had if he had not been absent for such purposes.

ARTICLE 11

HEALTH & WELFARE

A. Medical-Hospital. The County agrees to contribute monthly on behalf of each eligible employee monthly premium for one of the health plans offered by the County, as follows:

1. Kaiser - "C" Coverage under the Kaiser Foundation Health Plan of Oregon; or

2. O.D.S. - Plan of benefits including vision care as set forth in the O.D.S. ASO Agreement with Multnomah County, dated August 1, 1983, specifically to include major medical maximum for employees or their dependents at \$500,000; provided, that said plan shall be replaced effective March 31, 1990 with the same O.D.S. County Comprehensive Plan as applies to members of the County's Nurse Bargaining Unit in fiscal year 1989-90 (except that the current \$2,500 stop loss shall continue in effect).

Coverage shall include the employee and his or her immediate family, i.e., wife/husband and eligible children. Eligibility commences on the first of the month following the month of hire or rehire.

B. Dental Plan. The County agrees to contribute monthly on behalf of each eligible employee the monthly premium for either of the dental insurance programs offered by the County. Coverage shall include the employee and

his immediate family, i.e., wife/husband and eligible dependent children. Eligibility commences on the first of the month following completion of six (6) months continuous County service following hire or rehire.

C. Life Insurance. The County agrees to continue providing each employee covered by this Agreement with the existing term life and accidental death and dismemberment insurance in the amount of ten thousand dollars (\$10,000); provided, that effective March 31, 1990 this amount shall be increased by \$10,000 to a total of twenty thousand dollars (\$20,000). Retirees of the Sworn Law Enforcement Officer's Retirement System will be provided with two thousand (\$2,000) term life insurance coverage. Employees shall designate their beneficiaries.

D. Successor Plans. The County may change the above insurance plans subject to the following terms and limitations:

1. If the County chooses to change from a plan which is still available, the County agrees to provide to affected employees a substitute plan of the same service delivery type at substantially the same or better benefit level as assessed by the aggregate value of benefits in the plan.

2. If the County changes from a plan because it is no longer available, the County agrees to provide a substitute plan of the same service delivery type, if available, at substantially the same or a better

benefit level as assessed by the aggregate value of benefits in the plan. If a plan is discontinued and no substitute plan is available of the same service delivery type, the employee will be offered the option to enroll in an alternative service delivery plan subject to carrier approval. If such enrollment is delayed, the employee will be reimbursed for each month of missed coverage in the amount of the monthly payment normally made to Kaiser for the missed form of coverage.

E. Health Plan Benefit Revisions. Both the County and the Association recognize that the increase in cost of health care significantly exceeds the increase in cost for other goods and services. In order to address this problem, the Association agrees in concept to such cost control measures as would result from a greater emphasis on catastrophic as opposed to hospital care. These concepts have been presented to the Association in a written report by Johnson & Higgins, Insurance Consultants, during the course of bargaining. To further explore these concepts the County and Association jointly agree to explore creation of a Joint Health and Welfare Trust, or other Joint Health and Welfare Committee, for the purpose of providing all County employees with medical, dental, life and such other benefits as may be agreed upon. No trust shall be established, or the product of a Joint Health and Welfare Committee implemented, in application

to the Deputy Sheriff bargaining unit, without agreement by the Association to the specific trust proposal, or Committee recommended package, except as allowable under Section D above.

F. Retiree Medical Insurance.

1. For purposes of this section, "retiree" refers to a person who retired from the County on or after the original implementation date of this section and, at the time of retirement, occupied a position covered by the Deputy Sheriffs bargaining unit. For purposes of this section, "member" or "members" refers to an active employee(s) who permanently occupies a position(s) covered by the Deputy Sheriffs bargaining unit.

2. The implementation date of this section shall be March 31, 1990; provided, that bargaining unit members who retired on or after July 1, 1989 but before March 31, 1990 shall upon attainment of age 58 or older on or after March 31, 1990 be eligible to receive County-paid benefits as provided in this Section F if the retiree continuously self-paid the premium for his or her County medical insurance plan from the date of retirement until the date of his or her eligibility for County-paid benefits as provided in this section.

3. Except as otherwise provided in this Section, retirees may continue to participate in the County medical plan available to members, but not in other County plans not available to members. Coverage of eligible dependents uniformly terminates when coverage of the retiree terminates, except as otherwise required by applicable state or federal law.

4. To the extent members are permitted to choose from among two (2) or more medical insurance plans, retirees shall be entitled to choose between the same plans under the same conditions and at the same times as apply to members. Retired employees participating in the members' medical insurance plan shall be subject to the application of any change or elimination of benefits, carrier, administrator or administrative procedure to the same extent and at the same time as are members.

5. The retiree shall be responsible for promptly notifying the Benefits Manager (Employee Services Division, Department of General Services) in writing, of any changes in the retiree's current address and of any changes in retiree or dependent eligibility for coverage.

6. The County shall pay one-half (1/2) of the monthly medical insurance premium on behalf of a retiree and his or her eligible dependents from the

retiree's fifty-eighth (58th) birthday or date of retirement, whichever is later, until the retiree's sixty-fifth (65th) birthday, death, or eligibility for Medicare, whichever is earlier, if the retiree had:

- a. five (5) years of continuous County service immediately preceding retirement at or after age fifty-eight (58) years, or
- b. ten (10) years of continuous County service immediately preceding retirement prior to age fifty-eight (58) years, or
- c. ten (10) years of continuous County service immediately preceding disability retirement regardless of age.

7. Actual application for Medicare shall not be required for a finding that a retiree is "eligible for Medicare" under subsection 6 of this section.

8. Part-time service in a regular budgeted position shall be prorated for purposes of the service requirements set forth in subsection 6 of this section. (For example, twenty (20) hours per week for two (2) months would equal one (1) month toward the applicable service requirement.)

9. In addition to the other requirements of this section, continued medical plan participation or benefit of County contributions is conditioned on the retiree's continuous participation in the members' medical

insurance plan from the time of retirement, and upon the retiree's timely payment of the applicable retiree portion (i.e., 50% or 100%, as applicable) of the monthly premium. Failure to continuously participate or make timely and sufficient payment of the applicable retiree portion of the monthly premium shall terminate the retiree's rights under this section. Payments by retirees of their portion of the monthly premiums under this section shall be timely if the retiree has authorized and instructed P.E.R.S. to regularly deduct his or her portion of the premium from his or her pension check and remit that amount to the County's collections agent, or if it is of sufficient amount and received by the County's designated collection agent from the retiree each month no later than thirty (30) days preceding the month for which the resulting coverage will apply. The County shall inform the retiree of the identity and mailing address of the collection agent at the time the retiree signs up for continued post-employment medical insurance coverage, and shall inform the retiree of changes of collection agent not less than forty-five (45) days in advance of the effective date of the change.

10. In the event the state or federal government mandates County participation in and payment, in whole or in part, for any medical insurance or benefits plan which provides retirees with medical benefits or



insurance coverage which would constitute a substantially similar substitute for the benefits or coverage and for substantially the same period as provided in this section, the County may cancel, in whole or in part, the rights and benefits which would otherwise be provided under this section to the categories of retirees or persons covered by the state or federal mandate, by written notice to the Association and retirees affected by the cancellation.

11. In the event County insurance premium payments on behalf of retirees or their dependents are made subject to state or federal taxation, any additional County tax liability shall be directly offset against such payments required under this section. (For example, if the effect on the County of the additional tax is to increase the County's outlays by an amount equivalent to ten percent (10%) of aggregate monthly retiree premium, the County's contribution shall be reduced to 40% of premium, so that net County costs will remain unchanged.) In such event, upon request by the County, the Association agrees to meet and discuss alternatives which may have greater tax advantage for members and the County.

G. Long-Term Disability Insurance

Effective March 31, 1990 the employer shall purchase on behalf of each employee a long-term disability insurance policy. The policy shall provide benefits identical to those provided under the Group Long-Term Disability Policy 604829 dated September 1, 1988, for Multnomah County issued by Standard Insurance Company; except that the elimination period shall be ninety (90) days.

H. Prescription Drug Rider/Kaiser

Effective March 31, 1990 the employer shall pay the full cost of adding a five dollar (\$5) co-pay prescription drug plan for employees participating in the Kaiser medical plan.

## ARTICLE 12

### WORKERS' COMPENSATION

A. The County shall provide to all members of the bargaining unit full coverage as required pursuant to the provisions of the Oregon Workers' Compensation Act.

B. The period of time that an employee is off the job and unable to work by reason of a disability compensable under the Workers' Compensation Law shall not interrupt his or her continued period of employment with reference to accrual of seniority or retirement vesting rights unless the employee's doctor, the State Workers' Compensation Department or Board (or its successor) or the employee certifies to the County in writing that the employee will be permanently disabled to such an extent that he or she will be unable to return to the County and fully perform the duties of the position he or she last occupied. In such event the employee's status shall be governed exclusively by applicable State statutes related to re-employment and non-discrimination.

C. The County shall supplement the amount of statutory benefits received by the employee for temporary

disability due to occupational injury, illness or disease by an amount which, coupled with Workers' Compensation payments, will insure the disabled employee the equivalent of 100% of his or her bi-weekly net take-home pay, subject to the following conditions:

1. Supplemental benefits shall only be payable for those days compensated by Workers' Compensation time loss on an approved claim.

2. To the extent not compensated by Workers' Compensation benefits, the first day of occupational disability shall be compensated as time worked.

3. To the extent not compensated by Workers' Compensation benefits, the day following the first day of occupational disability and the next succeeding day shall be compensated as time worked if such days would have been work days.

4. The employee will receive supplemental payments for each day of absence for which he/she receives Workers' Compensation time loss payments.

5. If the absence due to disability is for a period of thirty (30) days or more, the County may require a physician's statement, arranged for, by and at the County's expense, setting forth the disability, current conditions, and anticipated length of continued absence. Based upon the physician's statement and the specific circumstances surrounding the nature of continued disability, it shall be within the sole and exclusive discretion of the Sheriff, or his designee(s), whether or not to provide any continued supplemental benefits or PERS Continuation. However, revocation of supplemental benefits or benefits under the PERS Continuation Program provided under this Article shall not be arbitrary or capricious.

D. If the County or its agent denies the claim or if the employee accepts a compromise settlement of a disputed claim, the employee's absence from work shall, to the extent not compensated as time loss by the County, be paid from and charged against his or her sick leave. However, if a denied claim is subsequently accepted or reversed, sick leave will not be charged for the amount of compensated time loss.

E. Nothing in this Article may be construed to permit borrowing of sick leave not accrued by and available to the employee.

F. The County shall continue to provide medical and dental benefits as provided by Article 12 from the first day of occupational disability throughout the period the employee receives supplemental benefits.

G. The County shall continue to make retirement contributions, including employee "pick up", based upon the appropriate percentage of supplemental benefits paid, throughout the period that the employee receives such benefits.

H. The employee shall receive his or her supplemental benefits for a given pay period on the regular payday for that period.

I. PERS Continuation Program.

An employee with ten or more years' seniority can elect to participate in the PERS Continuation Program. This Program is in lieu of Supplemental Benefits.

1. Written Election

Eligible employees who wish to participate in the PERS Continuation Program shall sign an election form and present it to the Multnomah County

Finance Division, Payroll Office. A copy of the election form is attached as Addendum "D" of this Agreement.

2. Benefits

The employee will receive 100% of his or her regular straight time salary retroactive to and including the first day of the pay period in which the election is made. The County will also make full PERS contributions, including employee "pick-up," for the same time period. However, the County is not required to pay these benefits for days the employee receives regular salary under Section C of this Article. In addition, these benefits shall only be payable for those days compensated by Workers' Compensation time loss on an approved claim. If an award of retroactive benefits is made on an approved claim, the employee may elect to participate in the PERS Continuation Program at the time the decision to award benefits is made. The effective date of the election will be retroactive to the earliest date for which the employee receives retroactive Workers' Compensation benefits. If an employee elects to participate in the Program but his or her claim is not approved, the election will be void and the employee will be entitled to exercise the election on another occasion. However, because the election stays in effect for three (3) continuous years from the first date for which the

employee actually receives PERS Continuation Benefits under this program, a Workers' Compensation claim denial after the employee has received PERS Continuation benefits under this program does not void the election or create a new election opportunity.

3. Duties of Participating Employees

a. The employee must reimburse the County for an amount equal to the Workers' Compensation benefits received. The employee electing to participate in this program is not entitled to keep both wages and the Workers' Compensation benefits.

b. The employee must pay the County an amount equal to the Workers' Compensation benefit received within seven (7) days of receiving his Workers' Compensation benefit check. The employee is responsible to make sure that the County actually receives the payment within the seven (7) day period. Thus, the employee must either hand-deliver a check to Multnomah County Finance Division on or before the seventh (7th) day, or make sure that the payment is actually received by the Finance Division by mail no later than the seventh (7th) day. Receipt means actual receipt of the check. An employee



who fails to make timely delivery will owe collection fees and may owe penalties as described below, unless they are waived by the County.

4. a. Delinquency

An employee who fails to pay the County as required above is considered delinquent. Employees who are delinquent may be required to pay penalties and fees. These penalties and fees can accumulate up to twice the amount of the delinquent Workers' Compensation equivalent payment.

b. County Duty to Notify Employee

When an employee is delinquent, the County shall notify the employee of the delinquency in writing. Notice shall be sent by certified mail. The notice shall include the date on which the payment became delinquent, and the principal amount owed and penalties accruing, and how the employee can cure the delinquency. The notice shall also inform the employee of the right to appeal the amount of any collection fee or penalty.

c. Collection Fees for Late Payments

In addition to the missed payment, the delinquent employee is required to pay the County a fifty dollar (\$50) collection fee. The County is also entitled to collect a delinquency penalty for each day of late payment after the employee receives notice of delinquency. This daily fee shall equal one percent (1%) of the Workers' Compensation benefit received by the employee for that pay period. For example, an employee who repays an eight hundred dollar (\$800) delinquency within one week after receipt of the notice of delinquency will be assessed fees and penalty of one hundred six dollars (\$106) (fifty dollars (\$50) collection fee plus fifty-six dollars (\$56) in delinquency penalties). If an employee repays the delinquency prior to receipt of the notice of delinquency, the employee will be assessed only the fifty dollars (\$50) collection fee.

d. The amounts owed by the employee can accumulate to an amount no more than twice the amount of the delinquent time loss equivalent payment. Employees who are physically or mentally disabled to such an extent that they cannot perform repayment obligations will not be assessed penalties during the period of such incapacity. In addition, an employee who has never in fact cashed the Workers' Compensation benefit check and who returns the check to the County shall not be assessed a daily delinquency penalty. These exceptions shall be enforceable through the grievance procedure.

e. Request for Penalty Waiver

A delinquent employee may request waiver of a delinquency penalty or collection fee. The request shall be in writing to the Director of the County's Finance Division. The request shall state the reasons for the late payment. The

request must be made within ten (10) days after the delinquent payment is made, or ten (10) days after receipt of notice of delinquency, whichever is earlier. The Director shall have the discretion to waive or reduce the fee or penalty imposed.

An employee wishing to request a waiver must first pay the underlying debt and the collection fee. If the employee's request is denied, the employee must then pay the fees owed within seven (7) days of the receipt of the Director's decision. The Director's decision on the request shall be sent in writing to the employee by certified mail. The Director's decision shall be final.

5. Length of Coverage.

An employee may choose to be covered under the PERS Continuation Program only once for the employee's entire career as a Deputy Sheriff, Sergeant or Scientific Investigator with Multnomah County. Once selected, the election shall continue for three continuous years from the effective date of the election. The eligible employee is entitled to receive benefits under the program for the entirety or for any portion of the election period for any compensable claims.

ARTICLE 13

TORT CLAIM DEFENSE AND INDEMNIFICATION

The County shall defend and indemnify employees covered by this Agreement against claims and judgments incurred in or arising out of the performance of their official duties, subject to the limitations of the Oregon Tort Claims Act, ORS 30.260-30.300.

## ARTICLE 14

### SENIORITY & LAYOFF

A. Definition of Seniority. Seniority is defined as:

1. Total length of unbroken service within the affected job classification; if a tie occurs, then

2. Total length of unbroken service with the County; if a tie occurs, then

3. Score on original examination for the affected job classification; if a tie occurs, then

4. By lot, in a manner to be determined by the Employee Relations Division.

B. Computation of Seniority. In computing seniority, the following factors will be taken into account:

1. Seniority through and including April 30, 1987.

Seniority for time served prior to March 1, 1987, shall be in accordance with the list given to the Association by the County during negotiations, which by this reference is incorporated herein, and in the event of bumping, in accordance with Section B.2.f. below.

2. Seniority for time served subsequent to  
April 30, 1987.

Seniority for time served subsequent to April 30, 1987, shall be in accordance with the following rules:

a. Part time regular employees shall be considered one-half (1/2) time employees for purposes of computing seniority.

b. Time on authorized leave taken with pay will be counted.

c. Time spent on a leave of absence without pay which exceeds thirty (30) days will not count. Time spent on a temporary assignment to a non-sworn position outside the Office of the Sheriff shall be considered a leave of absence without pay.

d. Time spent in a trainee or temporary capacity (e.g., PEP or Intern Programs) will not be included.

e. Time spent in a classification in previous government service will be included if the employee transferred in accordance with ORS 236.610 through 236.650.

f. Employees who transferred to lower classifications (or classifications previously held) will be understood, for purposes of these guidelines.

as having accrued seniority in their present classifications plus the seniority accrued in the higher classifications held by them prior to their transfer.

g. Time spent on layoff will not be included.

h. Service is "broken" for purposes of this article by discharge, voluntary quit, or permanent transfer to a non-sworn classification, unless such transfer was by reason of layoff and the employee remains on the layoff list.

C. Layoff. Reductions in force are to be identified by classification. Employees holding positions shall be subject to demotion, transfer, or layoff options in inverse order of seniority.

D. Bumping Rules.

1. Employees Without Permanent Status.

Within a classification, temporary, probationary, and other employees who do not have permanent status will be laid off before employees with permanent status and will not be placed on layoff lists and do not have bumping rights. The order of layoff of temporary employees shall be governed solely by the Sheriff's judgment.



2. Part Time Employees.

Part time regular employees may bump less senior regular employees within the same classification subject to the other provisions of these guidelines.

3. Transfer to a Lower Classification.

a. Right to Transfer.

An employee who is subject to layoff may transfer to a lower classification in the same promotional line, or to a classification previously held, if (a) a vacancy exists, or (b) if no vacancy exists, the employee has more seniority than an employee in the lower classification. Transfer will occur only if the employee meets the minimum qualifications in the transfer contemplated.

b. Definition.

(1) A "promotional line" refers to a series in which the higher classification requires service in the lower classification as a prerequisite. The following promotional line is recognized for the purposes of the Layoff provisions of this Agreement: Deputy Sheriff, Scientific Investigator, Sergeant, provided, however, that a Sergeant who has never been a Scientific Investigator cannot bump a Scientific Investigator.

(2) A "classification previously held" refers to a classification in which the employee served as a regular employee and for which he continues to qualify.

(3) For purposes of this Agreement, "sworn employee" is defined as an employee who is certified by the BPST as a police officer and is employed by the Sheriff's Office in such capacity.

4. Trial Service Period.

An employee who has not completed a trial service period following promotion shall be afforded bumping rights to the classification previously held prior to promotion according to seniority.

5. Exempt Sworn Employee.

An employee may be bumped by an exempt sworn employee who was previously a member of the bargaining unit and who is demoted by reason of budgetary reorganization or pursuant to Multnomah County Code 3.10.110(c). In such event time served in exempt sworn status shall be counted and such service shall be deemed part of the promotional line as specified in Section D.3.b.(1) above.

6. Permanent Employees on Temporary Appointment.

A person who had acquired permanent, non-probationary status in a classification and who

subsequently is given a temporary appointment shall be entitled to reappointment in his former classification under the guidelines of this procedure.

7. Transfers to a Higher Class.

Contemplated transfers to a higher level position shall be treated as a promotional opportunity and shall be open to other employees who wish to apply.

E. Placement on the Layoff List.

1. Notice.

All employees who may be subject to layoff shall be given notice in writing at least fifteen (15) days prior to the day of expected layoff. Such notice shall stipulate the reason for layoff and shall further advise that the layoff is for reasons not reflecting discredit on the employee. The Association shall also receive such notification.

2. Offer of Transfer or Demotion.

An employee who is subject to layoff and who is offered a transfer and/or demotional option will indicate a preference within three (3) working days. Failure to do so will be deemed as agreement to accept layoff status.

3. Placement on List.

The name of an employee who is laid off shall be placed on a layoff list for the classification which he last held and any other lower classification in the promotional line. An employee who accepts a transfer or elects to retire shall not be considered as having layoff status and shall not be placed on a layoff list. However, an employee who accepts a demotion shall be placed on a layoff list for the classification from which he was demoted.

4. Time in Layoff Status.

Employees are entitled to have their names remain on a layoff list for twenty four (24) months from the date of layoff or demotion in lieu of layoff. Employees will be removed from the layoff list only under the following circumstances:

- a. Upon written request of the employee; or
- b. Upon election to take retirement status; or
- c. Upon acceptance of permanent reappointment from the layoff list; or
- d. Upon declining an offer of permanent reappointment; or

e. Upon failure to receive a response to a certified letter sent to the employee's last known address within fourteen (14) days of its having been mailed.

5. Listing by Seniority.

Names of employees laid off in good standing shall appear on the layoff list according to seniority within that classification.

F. Recall of Laid-Off Employees.

When a vacancy occurs in a classification for which a layoff list exists, the employees on the list shall be recalled in order of their seniority. Failure of the County to recall a laid-off employee will be permitted only when the manager submits clear justification in writing to the employee and the Association that re-employment would not be in the best interest of the County by reason that the employee is no longer qualified for the position. The above justification shall be reviewed and processed in accordance with the rules governing dismissal for cause. All laid-off employees in a classification must be recalled before the County may fill a vacancy in the classification through the normal examination process.

G. Retirement.

It is understood that seniority dates as established in this Agreement do not apply to retirement benefit calculations.

H. Annexation.

1. Intergovernmental Agreement List.

No provision of this Article shall be deemed to alter the order of employees on the list appended to the intergovernmental agreement governing annexation between Multnomah County and the City of Portland.

2. Employees Hired Subsequent to the Annexation Agreement.

a. No employee hired subsequent to the above cited annexation agreement will be transferred to the City of Portland in advance of employees already on the intergovernmental agreement list.

b. Layoffs unconnected with annexation shall be in reverse order of seniority.

## ARTICLE 15

### HOURS OF WORK

A. Regular Hours. The regular hours of work each day shall be consecutive except for interruptions for lunch periods.

B. Work Week. The work week shall consist of five (5) consecutive days. The work week may be scheduled on the basis of four (4) consecutive days of ten (10) hours straight time per day as assigned by the Sheriff.

C. Work Day. The work day shall consist of the current prevailing consecutive hours of work now scheduled. All employees shall be scheduled to work on a regular work shift, and each shift shall have the same starting and quitting times.

D. Shift Assignment. Whenever there is more than one shift within the same job classification within a unit of the Sheriff's Office, employees may indicate their preference of shift and days off according to their respective seniority. Each unit commander will make shift assignments based on indications of seniority preference to the extent that they are consistent and do not conflict with the needs of the Sheriff's Office as reasonably determined by the unit commander. Such need will be documented in writing upon written request made to the Sheriff by the Association President.

E. Work Schedules. Work schedules showing the employee's shift, workdays and hours shall be posted on the employee's unit bulletin boards at all times. Except for emergency situations, and during the duration of the emergency, work schedules for any work shift shall not be changed unless the changes are posted for ten (10) days. If the County changes an employee's days off on an involuntary basis from those assigned as a result of the annual sign-up, and such change results in a shorter weekend at the time of the changeover, the employee shall be credited with the number of personal holidays which he lost in weekend days.

F. Emergency Work Schedule Changes. When a special emergency situation is declared by the Sheriff or in his absence, by his designee, unit members may be called to duty by the appropriate section commander or his designee on adjusted shifts without the normal ten (10) day notification. An employee called to duty in such manner will be notified at the earliest possible time: (1) that he is being called in on a special emergency, (2) that his shift is being adjusted, (3) what the starting (and, if possible, ending) hours for his shift will be, and (4) that he will be compensated at the regular overtime rate for hours worked in excess of his regular number of work day or work week hours.



For the purpose of this Section, a "special emergency situation" is defined as those situations reasonably determined by the Sheriff or, in his absence, by his designee(s) to represent an actual or potential risk of extreme property damage or personal injury to the community.

G. Rest and Meal Periods. Employees are on-call during rest and meal periods and operational requirements may result in such periods being interrupted or missed. Absent such operational interruptions, the following terms shall apply:

1. Meal Periods. All employees shall be granted a lunch period during each work shift. Whenever practicable, the meal period will be taken in the middle of the shift. If an employee is requested to work two (2) hours beyond his regular quitting time, he will be permitted time off for a meal or rest period prior to beginning such overtime.

2. Rest Periods. All employees shall be permitted a fifteen (15) minute rest period during each one-half shift.

ARTICLE 16  
COMPENSATION

A. Wages and Classification Schedule.

1. July 1, 1989 Wages.

Effective July 1, 1989 the rates and ranges of employees covered by this Agreement shall be increased five percent (5%) and they shall be compensated in accordance with the Wage Schedule attached to this Agreement as Appendix "A" and by this reference incorporated herein.

2. July 1, 1990 Wages. Effective July 1, 1990 the hourly rates and ranges of employees covered by this Agreement shall be increased by 100 percent (100%) of the percentage increase in the U.S. Consumer Price Index for Urban Wage Earners and Clerical Workers (U.S. All Cities CPI-W, March 1989 to March 1990/1982-84 equals 100 base) with a minimum increase of three percent (3%) and a maximum increase of six percent (6%).

3. The Association will be afforded an opportunity to make recommendations to the Director of the Employee Relations Division concerning all new classifications or changes to existing classifications to which members of the MCDSA bargaining unit are allocated. When any classification not listed on the Wage Schedule is established, the County will establish a wage rate for the

classification after affording the Association a reasonable opportunity to make suggestions. The wage rate established will be reasonably related to the wage rates for existing classifications.

B. Longevity Pay

Effective January 1, 1991, employees who have completed fourteen (14) years of service in a position covered by a collective bargaining agreement between Multnomah County and the Multnomah County Deputy Sheriffs Association shall receive a longevity incentive payment of two and one-half percent (2.5%) of their base hourly wage.

C. Working Out of Classification.

Whenever an employee replaces an employee in a higher classification for more than four (4) work days during a thirty (30) day period and performs the majority of the principal duties of the employee in the higher classification, the employee shall be paid retroactively for such work at the rate assigned to the higher classified work in the appropriate step, according to the promotional policy.

D. Pay Periods.

The salaries and wages of employees shall be paid bi-weekly on Friday of the week following the pay period. In the event the Friday payday is a holiday, the preceding day shall be the payday.

E. Call-In Time.

Any employee who is called to work outside his regular shift shall be paid under the same terms as for making court appearances.

Hours of work which qualify for overtime payment under the above criteria, but which are designated as Special Assignment Hours by mutual agreement between the Sheriff and the Association, will be compensated at a participating deputy's regular hourly rate of pay. Such hours will be posted for bidding for five (5) calendar days prior to assignment and the Sheriff will assign such hours on the basis of seniority among those bidding to the extent that assignment on this basis is consistent with the needs of the Sheriff's Office.

F. Overtime.

Time and one-half (1-1/2) the employee's regular hourly rate of pay shall be paid for work under any of the following conditions, but compensation shall not be paid twice for the same hours:

1. All authorized work performed in excess of eight (8) hours in any work day for employees on a five (5) day shift, and in excess of ten (10) hours in any work day for employees working four (4) ten (10) hour shifts per week.
2. All authorized work performed in excess of forty (40) hours in any work week.
3. All authorized work performed on the first day following the normal work week shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate.

4. All authorized work, including any court appearances, performed on the second day (or the third day on a four-ten (4-10) work week, following the normal work week shall be paid for at the rate of two (2) times the employee's regular rate, provided the employee has worked on the first day of the weekend (or the first and second days on four-ten (4-10) work week). The double time rate shall not apply to a day declared a state of emergency by the Governor or the Sheriff.

G. Court Time.

1. Compensation.

Officers making court appearances shall be paid at the overtime rate (if eligible under paragraph D hereof) only for those hours worked; provided, however, that if the officer works less than 4 hours, he shall be paid at the overtime rate for the lesser of: (a) the time elapsed from the beginning of the overtime to the beginning of the shift; or (b) the time elapsed from the end of the shift to the end of the overtime; or (c) four (4) hours; provided further that in the case of multiple court appearances in the same day, time between court appearances shall be considered time worked. Upon completion of an officer's court appearance, he shall return to off duty status unless working a regular shift.

2. Night Court.

If night court is reinstated, employees shall be compensated in accordance with existing practice as memorialized in a Memorandum of Understanding between the parties, dated August 16, 1979.

3. Cancelled Court Appearance on a Day Off.

If an officer complies with the Sheriff's Office Procedures Manual concerning court appearances, and is notified by the County on the day preceding the court appearance that his court appearance is still scheduled for the next day, and the next day is a weekend day off, then the officer shall be entitled to a minimum of two (2) hours of overtime even if the case in which the officer is to appear is rescheduled and the officer is not, in fact, required to make a court appearance.

H. Distribution.

Overtime work shall be distributed as equitably as practical among employees within the same job classification in each work unit.

I. Transportation.

1. Mileage Pay.

Whenever an employee is temporarily required to report to work at any location more distant from his home than his permanent place of reporting, he shall be paid at the rate of twenty cents (\$0.20) per mile

for additional miles traveled. This provision will not apply when there is a permanent change in reporting location as determined by management, nor will it apply whenever an employee is required to appear in court, except for court appearances outside the Tri-County or Clark County area. Any mileage payments made to an employee by another municipality shall be deducted from payments to be made by the County for the same miles traveled. Current practices regarding pay during travel to and from temporary reporting locations shall be continued. Payment for mileage will be made when an individual has accumulated a minimum of twenty dollars (\$20.00) or at the end of the fiscal year, whichever first occurs.

2. Court Cars.

The existing practice of providing court cars at Sheriff's Office Headquarters shall be continued.

J. Anniversary Step Increases.

It is acknowledged by the parties that the County has historically given certain employees covered by this Agreement a step increase in wages, effective on the employee's anniversary date of employment and subject to certain limitations. Such policy shall be continued subject to the requirement that the officer be evaluated as making satisfactory progress in his or her position.

Each employee shall be paid at one of the steps in the range prescribed for his or her classification. Normally, an employee will be appointed at step one at the beginning of his or her probationary period, but the Sheriff may make an appointment to a higher step. An employee who is promoted shall be paid at the salary step in the new salary range not less than a one step increase, or in the first step of the new range, whichever is greater.

A new or promoted employee is eligible for consideration for advancement to the next step of his or her salary range on the day following twelve (12) months of service in his or her classification, and to subsequent steps at subsequent anniversary dates (24, 36, 48, and 60 months) to the top step of the pay range.

K. Retirement.

1. PERS MEMBERSHIP.

Employees shall be eligible for participation in the Public Employee's Retirement System (PERS) pursuant to ORS 237 and subject to the terms and conditions of the Agreement, dated January 22, 1982, integrating the Multnomah County Sworn Officers Retirement System and PERS, such Agreement having been entered into between the Public Employee's Retirement Board and Multnomah County pursuant to the provisions of ORS 237.051.



2. PERS Pick-up.

The County shall "pick up" the employee contribution to PERS (six percent) as permitted by ORS 237.075.

3. Sick leave in Application to Final Average Salary (PERS)

In accordance with the terms of ORS 237.153 accumulated unused sick leave will be applied to final average salary effective July 1, 1988, or the execution date of the Local 88 Agreement, whichever is later. Nothing in this Agreement, however, shall preclude offering the PERS Sick Leave benefit before July 1, 1988, upon thirty (30) days notice, in the event the County is able to reach necessary agreement with other bargaining units.

L. Coach Pay.

Payments related to the Coach Pay program will continue in accordance with existing policy and practice. It is specifically agreed that a coach will be eligible for court overtime provided he/she has been subpoenaed to testify.

M. Tactical Dog Unit Pay.

Payments related to the Tactical Dog Unit program will continue in accordance with existing policy and practice. It is specifically agreed that a Dog Master will be eligible for court overtime provided he/she is not appearing in a dog related case.

N. Hazardous Materials Premium

Employees assigned to the hazardous materials team shall be paid a six percent (6%) premium for the duration of such assignment.

## ARTICLE 17

### PUBLIC SAFETY ACHIEVEMENT PROGRAM

A. In order to maintain and improve officer's health and law enforcement skills, as well as to increase the participation of officers in the life of the community, the parties adopt the following achievement program for bargaining unit members:

#### 1. Achievement Levels

| <u>Level</u> | <u>Incentive Pay<br/>Above Wage Step</u> | <u>Requirement Outline</u>   |
|--------------|--|--|
| I            | 2-1/2%                                   | <ul style="list-style-type: none"><li>• Intermediate BPST Certification</li><li>• Health Examination</li><li>• Range Qualification</li></ul>   |
| II           | 4%                                       | <ul style="list-style-type: none"><li>• Advanced BPST</li><li>• Health Examination</li><li>• Range Qualification</li></ul>   |
| III          | 5%                                       | <ul style="list-style-type: none"><li>• Intermediate BPST</li><li>• Rating of "Good" on Fitness Test</li><li>• Health Examination</li><li>• Range Qualification</li><li>• Education, Training and Service - 30 Hours</li></ul> |
| IV           | 10%                                      | <ul style="list-style-type: none"><li>• Advanced BPST</li><li>• Rating of "Good" on Fitness Test</li><li>• Health Examination</li><li>• Range Qualification</li><li>• Education, Training and Service - 50 Hours</li></ul>     |

B. Annual Requirements

1. BPST Certification -- The officer must obtain or maintain Board on Police Standards and Training (BPST) intermediate certificate, for Levels I and III, or advanced certificate, for Levels II and IV.

2. Fitness Test -- The semi-annual fitness test shall consist of the following exercises:

a. Thirty (30) "crunch" sit-ups in one and one-half (1-1/2) minutes.

b. Twenty (20) consecutive push-ups.  
(Female members will do push-ups from the knees.) In lieu of the push-up requirement, an employee may elect to perform the bench press meeting the following standard: (Ratio equals maximum weight in pounds pushed divided by pounds of body weight.)

1. Male.

| <u>Age (years)</u> | <u>Standard (Good)</u> |
|--------------------|------------------------|
| 29 or fewer        | 1.15-1.31              |
| 30-39              | .99-1.11               |
| 40-49              | .89- .99               |
| 50+                | .80- .89               |

2. Female

| <u>Age (years)</u> | <u>Standard (Good)</u> |
|--------------------|------------------------|
| 29 or fewer        | .59+                   |
| 30-39              | .53+                   |
| 40-49              | .49+                   |
| 50+                | .44+                   |

c. One and one-half (1-1/2) mile run as specified in The New Aerobics (Bantam Ed., 1970, p. 31), or its equivalent for walking, swimming, or bicycling as specified in The Aerobics Way (Bantam Ed., 1978, pp. 90 - 92). In addition to meeting the minimum standards contained therein, the officer must satisfy the appropriate age graded aerobic standard for a 1.5 mile run specified above, or for the other exercises cited in Subsection c. above, in order to be awarded a rating of "Fair" or "Good" or "Excellent" on the fitness test. Should the officer fail to meet his intended level of achievement at the time of the physical fitness test, he shall be allowed to continue participation in the program only as provided for in Sections C and D of this Article.

3. Health Examination -- The health examination shall be conducted at the officer's own expense and shall determine if the officer is in sufficient physical and mental health to perform regularly assigned functions, to include activities specified in the preceding paragraph. Following the initial examination a maintenance

health examination shall be conducted every three (3) years prior to the age of forty (40) and every two (2) years thereafter. Failure to pass such a health examination or to comply with the above schedule shall disqualify the officer from participation in the achievement program except as provided for in Section F of this Article.

4. Education, Training and Community Service -- Only as approved in advance by the Sheriff utilizing reasonable criteria and totalling the number of hours annually as indicated in Section A.

a. Quarter hours college credit (converted at a ratio of ten (10) service hours for each quarter hour of college credit). Credit is limited to 30 hours and must be paid for by the employee or a funding source other than the County.

b. Law enforcement training on off-duty time. (Within the education, training, and service hours requirement, the Sheriff may establish a training hours minimum not to exceed twenty (20) hours based on his assessment of the availability of training hours to off-duty employees. Any minimum training requirement established by the Sheriff pursuant to this section may be satisfied by completion of training hours as defined in the "Achievement Program Guidelines" published by the Sheriff and the Achievement Pay Board in September 1980.)

c. Minimum fifteen (15) hours community service within the education, training and service requirement. Such hours shall be awarded only for service within Multnomah County and shall be confined to substantial contributions to the community which, in the Sheriff's judgment, exceed the uncompensated participation characteristic of responsible citizens. Upon mutual agreement of the Sheriff and the Association, certain Division assignments may be performed and the hours applied to satisfaction of the Achievement Program community service hours requirement.

d. The Sheriff may devise on an experimental basis proficiency tests for certain Law Enforcement knowledge, skills, or abilities requiring study or practice on the officer's own time. The standards for such tests and the hour credits which may be earned will be announced in advance by the Sheriff. The taking of tests eligible for credit under this sub-section shall be on a voluntary basis.

e. It is recognized by the parties that achievement of an "Excellent" rating on the fitness test requires additional physical fitness training time prior to testing. Such a rating is therefore credited with five (5) hours credit toward the Education, Training, and Service Hours requirement. (An employee receiving an "Excellent" rating on both semi-annual tests shall therefore receive a total of ten (10) hours credit toward the annual requirement.)

5. Range Qualification -- Each

participating officer shall score at least seventy five (75) with duty weapon during semi-annual department range qualifications held on his own time.

C. Requirements for Participation in the Achievement Program Each Fiscal Year

Participation in the achievement program in each fiscal year is contingent upon having fulfilled the previous fiscal year's annual requirements by June 1. Election of level of participation for each fiscal year shall be made no later than June 30 of the previous fiscal year and shall be limited to the level for which the employee has met the fitness requirement in the June fitness test.

D. Requirements for Continuation in the Achievement Program During Each Fiscal Year

1. Continuation of payments under the terms of this program during each fiscal year shall be subject to the following additional requirements:

- a. Satisfactory evaluation in a mid-year review of progress being made to fulfill the education training and community service requirements,
- b. Continued satisfactory scores on range qualification tests with make-up tests allowed on the employee's own time within sixty (60) days of the scheduled test, and
- c. Maintenance of required fitness level at mid-year fitness test.

2. An employee wishing to continue participation in the achievement program at a higher level than that elected at the beginning of the fiscal year may do so following the mid-year fitness test provided he has fulfilled all mid-year requirements for the newly elected level.

E. Officers Attaining BPST Certification During the Fiscal year

In the event that an officer complies with all requirements, appropriate incentive compensation shall commence with the next pay period after certification is received from BPST; however, payment shall be retroactive to the date the officer submits a completed application for BPST certification.



F. Physical Disabilities

1. Temporary Medical Disability -- In the event of a disabling medical occurrence, not to include pre-existing physical conditions, in which the employee's or County's physician certifies that the officer is physically prohibited from taking the running fitness test or any of the equivalencies, for a specific period of recuperation time, the Sheriff may waive the fitness test and allow the officer to participate at the incentive level previously held until the recuperation period has elapsed or the next fitness test, to include any make-up test, is given, whichever is later. (Examples of disabling medical occurrences are gun shot wounds, injuries sustained in an automotive accident and temporary illness). An employee may receive only one (1) waiver of fitness testing requirements during the term of this Agreement.

2. Permanent Injury -- An officer with a permanent injury may participate in this program only if able to participate in one (1) of the options provided in Section B.2.c. In such cases, the Sheriff may, upon receipt of a physician's certificate of disability, waive the requirements of Section B.2.a. and B.2.b.

G. Definition of Achievement Pay For Retirement

Purposes

Payments under this program are to be considered part of the employee's "basic salary" and not "special salary or wages" as contemplated by Multnomah County Code 3.50.010(E).

H. Eligibility Committee

The parties recognize that there have been misunderstandings regarding the eligibility for, and termination of, payments under the terms of this Article. To address these problems, the parties have constituted a Committee composed of the Chief of Services and an Association representative. The final product of this Committee shall be memorialized in a Memorandum of Understanding.

I. Fair Labor Standards Act

The parties recognize that the decision by the Supreme Court that the Fair Labor Standards Act (FLSA) applies to State and Local government may have an impact on the requirements of this program, e.g. certain requirements which are specified as "on the employees' own time" may be deemed "time worked" under the provisions of the FLSA. It is the parties' intent to continue the wage effort bargain of the prior agreement. If such FLSA impact arises, the parties in good faith will attempt to bargain a substitute equivalent with respect to the impacted portion of the

program. If such bargaining is unsuccessful, any remaining dispute will be submitted to final, binding arbitration under the provisions of Article 20, Step IV of this agreement. The arbitrator in reviewing the parties' positions and framing an award will do so in accordance with the following criteria:

1. Continuation of the intent of the current program;
2. Continuation of the current cost to the County and benefit level to employees; and
3. Continuation of a substantial equivalence of the current effort level by employees.

## ARTICLE 18

### PROBATION AND TRIAL SERVICE PERIOD

A. Probation. Every person appointed to a position in the bargaining unit shall serve a probationary period of not to exceed eighteen months. A probationer may be discharged at any time during probation if, in the opinion of the Sheriff, his continuance in County service would not be in the best interest of the County. Issues regarding probationary employee discharge or discipline may not be grieved.

B. Trial Service Period. Every person promoted from one position in the bargaining unit to another shall serve a trial service period of twelve (12) months. During the trial service period an employee may be demoted to the classification previously held if, in the opinion of the Sheriff, his continuance in the higher classification would not be in the best interest of the County. Issues regarding the demotion of a trial service employee to the classification previously held may not be grieved.

## ARTICLE 19

### DISCIPLINE AND DISCHARGE

A. Discipline. Disciplinary action or measures shall include only the following: oral reprimand, written reprimand, reduction in accrued vacation (not to exceed five (5) days), suspension without pay, demotion, or discharge in writing, or any combination thereof.

Disciplinary action may be imposed upon any employee for failing to fulfill his responsibilities as an employee. Any disciplinary action imposed upon an employee, except oral reprimands, may be processed as a grievance through the regular grievance procedure. If the County has reason to reprimand an employee, every reasonable effort will be made to accomplish the reprimand in a manner that will not embarrass the employee before other employees or the public.

1. It is agreed by both parties that informal disciplinary actions such as oral admonitions and warnings or written letters of warning, caution, or requirement, are usually the first steps taken in constructive discipline. As a general rule, such are to be taken for infractions of a minor nature involving violation of a rule, regulation, standard of conduct, safety practice or authoritative instruction or directive. Formal disciplinary actions such as written reprimands, suspension, and discharges will be used for more serious

offenses or when informal disciplinary actions have not corrected unacceptable patterns of delinquency or misconduct. Disciplinary actions will be administered promptly, in a fair, firm, and equitable manner, only for specific cause, and with employee rights fully protected.

2. The employer agrees that such measures as assignment to menial or dirty tasks or disapproval of leave requests will not be used as disciplinary measures.

3. If the employee about to be questioned is under arrest, or is likely to be placed under arrest as a result of the questioning, he shall be completely informed of all his constitutional rights prior to the commencement of any questioning.

4. Except when on duty, or whenever acting in his official capacity, no employee shall be prohibited from engaging in political activity.

5. The parties agree to abide by ORS 659.225 regarding polygraph examinations.

B. Discharge. The County shall not discharge any employee without just cause.

The Association shall have the right to take up the suspension without pay or discharge as a grievance at Step III of the grievance procedure, and the matter shall be handled in accordance with the procedures set out in Article 20 for Settlement of Disputes.

Any employee found to be unjustly suspended without pay or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment, unless otherwise provided by the reinstatement order.

C. Internal Investigatory Procedures.

1. Office of the Sheriff Manual of Procedures and Work Rules.

The Sheriff's Office agrees to meet and confer in a timely manner with the Association over any changes in the internal investigatory procedures.

2. Contractual Internal Investigatory Procedures.

The procedures contained in this section apply only to internal investigations.

a. Advance Notice. Prior to being interviewed regarding an internal investigation that management has a reasonable basis for believing may lead to criminal charges, an employee shall be:

(1) Informed of the nature of the investigation and whether he or she is a witness or a suspect, if and when that fact is known; and informed of other

information necessary reasonably to apprise him or her of the nature of the allegations of the complaint;

(2) Afforded an opportunity to contact and consult privately with an attorney of his or her choosing and/or representative of the Association; and

(3) Given notice not less than 24 hours before the initial interview commences or written reports are required from the employee, whenever such delay in conducting the interview will not jeopardize the successful accomplishment of the investigation, or when criminal culpability is not at issue.

b. Interview Safeguards.

(1) Any interview of an employee shall occur when the employee is on duty, unless management reasonably believes that the seriousness of the investigation dictates otherwise.

(2) Interviews shall take place at a reasonable location as determined by management.



(3) The employee shall retain all customary Weingarten rights, as well as any additional rights granted by this Article.

(4) The employee being interviewed shall be informed of the name, rank and command of the individual in charge of the investigation, the individual conducting the interview, and all other individuals present during the interview.

(5) Interviews shall be held under reasonable conditions.

(6) Interviews and investigations shall be concluded without unreasonable delay, in view of circumstances confronted in the investigation.

c. When the investigation results in criminal charges being filed, the employee shall retain all discovery rights available under state law.

d. Disciplinary Action.

(1) When an investigation results in determination of a sustained complaint and disciplinary action is taken, management shall have the right

to place anything related to the disciplinary action in an employee's personnel file.

(2) An employee shall have the right of access to his or her personnel file as well as the right to place a letter of response to any material contained in the file, when disciplinary action results from an internal investigation.

e. De Minimis Violations. A de minimis violation of these procedures that does not compromise fairness and the basic intent of the procedures as set forth in the Article shall not be the basis of a challenge to management's disciplinary action. This and other provisions of Section 3 are covered by the parties' grievance procedure.

D. Record of Employee Conduct.

If records of any disciplinary action are introduced in an arbitration hearing, the arbitrator shall determine the relevance (if any) of the prior disciplinary action(s).

## ARTICLE 20

### SETTLEMENT OF DISPUTES

A. Grievance Procedure. Any grievance or dispute which may arise between the parties, involving the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

Step I: After first attempting to resolve the grievance informally through the chain of command, any employee, with notice to the Association in writing, or the Association may present in writing such grievance to the appropriate Chief, e.g., Chief of Operations, within fifteen (15) working days of its occurrence; if at that time the individual employee or his representative is unaware of the grievance, it may be presented in writing fifteen (15) working days of the time the employee first has knowledge or should have had knowledge of its occurrence. The notice shall include a statement of the grievance and relevant facts, applicable provisions of the contract, and remedies sought. The Chief shall respond to the grievant in writing within fifteen (15) working days.

Step II: If the grievance has not been answered or resolved at Step I, it may be presented, in writing, by the grievant to the Sheriff, or his designee(s), within fifteen (15) working days after the response of the Chief is due. The Sheriff, or his designee(s), shall respond in writing to the grievant within fifteen (15) working days.

County Grievances: When the County has a grievance, it may be presented in writing to the Association through the Sheriff, or his representative. The parties will each then promptly appoint two (2) persons to serve as a Board of Adjustment to consider the grievance of the County and resolve the dispute. If the board of Adjustment is unable to resolve the dispute within ten (10)

calendar days of the notification to the Association, then the County may request arbitration under Step IV of this Grievance Procedure, by written notice to the Association.

Step III: If the grievance has not been answered or resolved at step II, either the Association or the Sheriff may, within ten (10) calendar days after the expiration of time limits specified in Step II, request arbitration by written notice to the other party.

Step IV: Arbitration. After the grievance has been submitted to arbitration, the Association and the Employee Relations Division acting as the Sheriff's representative, shall jointly request the Oregon State Conciliation Service for a list of the names of seven (7) Washington or Oregon arbitrators. The parties shall select an arbitrator from the list by mutual agreement. If the parties are unable to agree on a method, the arbitrator will be chosen by the method of alternate striking of names; the order of striking to be determined by lot. One day shall be allowed for the striking of each name. The final name left on the list shall be the arbitrator. Nothing in this section shall prohibit the parties from agreeing upon a permanent arbitrator or permanent list.

The arbitrator shall be requested to begin taking evidence and testimony within twenty-five (25) days after submission of the request for arbitration; and he shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument. The parties hereby vest the arbitrator with authority to compel the attendance of witnesses on behalf of either party by issuance of a subpoena, the cost of which shall be borne by the party requesting the subpoena.

The arbitrator's decision shall be final and binding, but he shall have no power to alter, modify, amend, add to, or detract from the

terms of the Contract. The decision shall be in writing, be within the scope and terms of the contract, and contain an explanation of the reasoning utilized in making the decision. Any decision of the arbitrator may provide for retroactivity not exceeding sixty (60) days prior to the date the grievance was first filed with the Sheriff, and it shall state the effective date of the award.

Expenses for the arbitration shall be borne by the losing party. Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim recording of the proceedings, it may cause such a record to be made, on the condition that it pays for the record and makes copies available without charge to the other party and the arbitrator.

Any time limits specified in the grievance procedure may be waived by mutual consent of the parties. A grievance may be terminated at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved. For purposes of this Article, working days mean Monday through Friday, excluding recognized holidays under the management compensation package.

B. Stewards. Employees selected by the Association to act as Association representatives shall be known as "Association Representatives". The names of the employees selected as Association Representatives and the names of other individuals who may represent employees shall be certified in writing to the County by the Association.

C. County-Association Meetings. The Sheriff or his designee(s) shall meet at mutually convenient times with the Association committee. All committee meetings with the County may be held during working hours on County premises without loss of pay. The Association committee shall consist of three (3) members selected by the Association.

The purposes of the County-Association meeting shall be as follows:

1. To develop recommendations to adjust impending grievances, and to discuss procedures for avoiding future grievances.

2. To function as a safety committee as prescribed by Oregon law, and to make recommendations to ensure safe operation of the Multnomah County Sheriff's Office. The committee may consider issues involving employee safety and working environment and may prepare a report enumerating and discussing its recommendations, financial impact and other relevant factors. Such report may be directed to the County Commissioners, County Executive's Office, or Sheriff, as appropriate. The committee shall meet at the request of either the Sheriff or Association.

3. To make recommendations to accomplish goals and objectives as established by the Board of County Commissioners in their budget process, and further, to make

recommendations to modify the improve such goals and objectives as established by the Board of County Commissioners. This function of the committee is in recognition of the fact that there is a mutual benefit to the County and the Association to establish and meet goals and objectives which are designed to increase the productivity and efficiency of all County employees.

D. Processing Grievances. Grievance Committee members may investigate and process grievances during working hours, within reasonable limits, without loss of pay, and all efforts shall be made to avoid disruptions and interruption of work.

## ARTICLE 21

### GENERAL PROVISIONS

A. No Discrimination. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, creed, religion, national origin, or political affiliation. It is further agreed that there will be no discrimination against the handicapped unless bona fide job-related reasons exist. The Association shall share equally with the County the responsibility for applying the provisions of the Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.

The County and Association agree not to interfere with the rights of employees to become members of the Association or to refrain therefrom. There shall be no discrimination, interference, restraint or coercion by the County or any County representative against any employee because of Association membership or any employee activity in an official capacity on behalf of the Association provided such activity does not interfere with the effectiveness and efficiency of County operations in serving and carrying out its responsibility of the public.



B. Bulletin Boards. The County agrees to furnish and maintain suitable bulletin boards in convenient places to be used by the Association. The Association shall limit its postings of notices and bulletins to such bulletin boards. All postings will be signed and dated by an appropriate Association officer.

C. Visits by Association Representatives. The County agrees that representatives of the Association, upon reasonable and proper introduction, shall have reasonable access to the premises of the County at any time during working hours to conduct Association business. The Association agrees that such visits will cause no disruptions or interruptions of work.

D. Assignment of Association President. Subject to the mutual agreement of the Sheriff and the current Association president, the president may be assigned to the Sheriff's Office or to another day shift assignment.

E. Rules. The County agrees to furnish each employee in the bargaining unit with a copy of all existing work rules and to provide a copy of new rules before their effective date, when possible. New employees shall be provided a copy of the rules at the time of hire.

F. Existing Conditions. Except as specifically provided in this Agreement, no provision of this Agreement is intended to change existing wages, hours, fringe

benefits, or any other working conditions when such wage, hour, fringe benefit or working condition represents a mandatory subject of bargaining which traditionally have constituted an economic benefit to the employee. Any such change shall be subject to mutual agreement between the parties before becoming effective and shall immediately be prominently posted on all Division bulletin boards for not less than fourteen (14) consecutive days. The county will solicit and be receptive to the input of the Association regarding any other changes in existing working conditions proposed by the County.

G. Supremacy of Contract. To the extent allowable by Oregon Revised Statutes whenever a conflict arises between this Agreement and Multnomah Code 3.10 or its successor, this Agreement shall prevail.

H. Contract Negotiations. The Association's negotiating team to be comprised of not more than three officers, shall be permitted to attend negotiating meetings with the County representatives without loss of pay relative to securing contract renewal to the extent that such meetings are scheduled during working hours of the members so attending. In addition, the Association's attorney may attend and participate in negotiations.

Members of the Association's negotiating team who are attending negotiating meetings during other than their regular work hours shall be considered to be transferred to the day shift for each day on which negotiations are held.

I. Safety. The parties agree that the Oregon Safe Employment Act is applicable to County employment.

J. Speech Rule. The Office of the Sheriff encourages constructive criticism, but the efficiency, discipline and harmony of the Division are best served when criticism is initially directed through official channels for proper action. Employees shall not publicly criticize any order, action or policy of the Office of the Sheriff or any fellow employee if such public criticism will significantly damage the efficiency of any employee or the efficiency or discipline of the Office of the Sheriff or if it will adversely affect the public's confidence in the Office of the Sheriff. Employees may comment with non-inflammatory statements and factual information on departmental orders, actions, or policies of general public interest. An employee with information indicating a crime or fraud by a fellow employee shall forward that information to the appropriate enforcement agency.

K. Contract Work.

1. Unless mutually agreed, the County will not contract out or subcontract any work now performed by employees covered by this Agreement when such would result

in layoff of any bargaining unit employee(s) and the County is unable to find suitable or comparable alternate employment for the employee(s). However, this provision shall not apply to contracting out or subcontracting work when such was anticipated and considered as a part of the budgeting process and when the Association Representative and/or President have been notified of the specific plan and its probable impact at least thirty (30) days prior to adoption of the annual executive budget or formal Board consideration of budget modifications.

2. The County agrees to meet with the Association to discuss the effect of proposed contracting out or subcontracting prior to the presentation of the proposal to the County Executive or Board for formal action.

3. The County further agrees to meet with the Association at its request to explore the alternative of work force reduction by attrition. The County also agrees that to the extent practicable transfers shall be made to open vacancies and re-employment of employees affected by such action shall occur for as long as they are so qualified in accordance with established layoff guidelines. The Association agrees to assist the County in minimizing the impact on such affected employee(s).

## ARTICLE 22

### SAVINGS CLAUSE AND FUNDING

A. Savings Clause. Should any Article, Section, or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, or any administrative agency having jurisdiction over the subject matter, such decision shall apply only to the specific Article, Section, or portion thereof directly specified in the decision. Upon the issuance of any such decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section, or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

B. Funding. The parties recognize that revenue needed to fund the wages and benefits provided by the Agreement must be approved annually by established budget procedures. The total of all such wages and benefits is, therefore, contingent upon sources of revenue and annual budget approval. The County shall not cut wages and benefits specified in this Agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in the bargaining unit covered by this

Agreement. The County agrees to include in its annual budget request amounts sufficient to fund the wages and benefits provided by this Agreement, but makes no guarantee as to the passage of such budget request pursuant to established budget procedures. This Section B and County action hereunder shall not be subject to the Resolution of Disputes Procedures of Article 20.

## ARTICLE 23

### ENTIRE AGREEMENT

Entire Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement constitutes the sole and entire existing Agreement between the parties. Except as specifically modified by or treated in this Agreement, all policies, matters, questions and terms affecting unit employees in their employment relationship with the County shall be governed by the Multnomah County Personnel Ordinance adopted August 28, 1980, as amended, or its successor; the Rules and Regulations of the Multnomah County Merit Civil Service Council; and the Multnomah County Personnel Rules. The County and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obliged, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either party or both parties at the time that they negotiated and signed this Agreement.

Nothing in this Article shall preclude the parties during the term of this Agreement from voluntarily entering into amendments to the Agreement; nor shall the Association and the Chief Executive Officer or his designee(s) for labor relations be precluded from voluntarily entering into Memoranda of Understanding, Interpretation, or Exception concerning matters of contract administration.



## ARTICLE 24

### TERMINATION

This Agreement shall be effective as of the 1st day of July, 1989, and shall remain in full force and effect through the 30th day of June, 1991. Negotiations for a successor agreement shall commence no later than February 15 of the fiscal year in which the contract expires. The contract shall remain in full force and effect during the period of negotiations and impasse resolution procedures, if any.

IN WITNESS WHEREOF, the Parties hereto have set  
their hands this 1st day of May, 1990.

MULTNOMAH COUNTY DEPUTY  
SHERIFFS ASSOCIATION

By Peter G. Van Zhe

By James C. Dineen

By \_\_\_\_\_

By Will Aitchison

By \_\_\_\_\_

NEGOTIATED BY:

MULTNOMAH COUNTY, OREGON  
BOARD OF COMMISSIONERS

By Gladys McCoy  
Chair

By Paula Schabauer  
Commissioner

By Paula Brown  
Commissioner

By Pauline Anderson  
Commissioner

By Sharon Kelly  
Commissioner

MULTNOMAH COUNTY, OREGON  
SHERIFF

By Robert G. Skipped  
Sheriff

REVIEWED:

By [Signature]  
Laurence Kressel  
County Counsel  
Multnomah County, Oregon

297LABREL

NEGOTIATED BY:

Darrell Murray  
Darrell Murray, Deputy  
Labor Relations Manager  
Multnomah County, Oregon

**RATIFIED**  
Multnomah County Board  
of Commissioners  
May 1, 1990

Appendix A

Effective July 1, 1989

| CLASSIFICATION                 | STEPS |       |       |       |       |       |
|--------------------------------|-------|-------|-------|-------|-------|-------|
|                                | 1     | 2     | 3     | 4     | 5     | 6     |
| <u>DEPUTY</u>                  | 12.94 | 13.84 | 14.46 | 14.97 | 15.60 | 16.22 |
| DEPUTY I                       | 13.26 | 14.19 | 14.82 | 15.37 | 15.99 | 16.65 |
| DEPUTY II                      | 13.45 | 14.41 | 15.05 | 15.56 | 16.22 | 16.87 |
| DEPUTY III                     | 13.56 | 14.54 | 15.17 | 15.71 | 16.37 | 17.04 |
| DEPUTY IV                      | 14.21 | 15.21 | 15.90 | 16.49 | 17.16 | 17.89 |
| <u>SCIENTIFIC INVESTIGATOR</u> | 14.12 | 14.69 | 15.29 | 15.95 | 16.55 | 17.19 |
| SCIENTIFIC INVESTIGATOR I      | 14.48 | 15.07 | 15.65 | 16.35 | 16.98 | 17.64 |
| SCIENTIFIC INVESTIGATOR II     | 14.70 | 15.30 | 15.88 | 16.60 | 17.20 | 17.90 |
| SCIENTIFIC INVESTIGATOR III    | 14.83 | 15.41 | 16.02 | 16.75 | 17.40 | 18.07 |
| SCIENTIFIC INVESTIGATOR IV     | 15.54 | 16.16 | 16.77 | 17.53 | 18.20 | 18.91 |
| <u>SERGEANT</u>                | 15.44 | 16.09 | 16.73 | 17.35 | 18.03 | 18.88 |
| SERGEANT I                     | 15.83 | 16.50 | 17.14 | 17.76 | 18.48 | 19.36 |
| SERGEANT II                    | 16.07 | 16.76 | 17.40 | 18.01 | 18.74 | 19.65 |
| SERGEANT III                   | 16.21 | 16.87 | 17.56 | 18.19 | 18.93 | 19.82 |
| SERGEANT IV                    | 17.00 | 17.69 | 18.38 | 19.09 | 19.86 | 20.77 |

## Appendix B

### PERS CONTINUATION PROGRAM ELECTION FORM

Under the MCDSA contract, you may have the right to be covered by the PERS Continuation Program. Under this program, the County will continue to pay your regular salary and PERS contributions for up to three (3) years while you are off work on a compensable Workers' Compensation claim.

1. Under the Program, you must give the County a check every pay period equal to the amount of Workers' Compensation benefits you receive. The easiest way to do this is to endorse the benefit check to Multnomah County. The Check should be sent or delivered to the County's Central Payroll Office in the Finance Division (Department of General Services).
2. You must pay the County within seven (7) days from the time you get your Workers' Compensation check. The County must actually receive your check no later than the 7th day. To avoid problems, you should forward payment to the County immediately on receiving your Workers' Compensation benefit check.

## Appendix B

(Continued)

3. If you are late in paying the County, you will owe the County a collection fee of \$50. You may also owe the County substantial penalties. The penalties are 1% per day of your Workers' Compensation benefit amount. Penalties will grow each day of late payment. If penalties are assessed, you will have the right to appeal them to the Finance Director.
4. If you are late in making a payment, the County will send you a delinquency notice. However, you should take steps to make up any late payment as soon as possible since fees mount daily.
5. You have a right to elect to be in the program only once during your career with Multnomah County. Under the contract, benefits can continue for up to three (3) years. However, the Sheriff can choose to terminate your PERS Continuation benefits under this program after thirty (30) days. If this happens, you will

## Appendix B

(Continued)

continue receiving your Workers' Compensation time loss payments for the period required under law for the current Workers' Compensation claim. If you are off the job on a future Workers' Compensation claim, you will continue to be under the PERS Continuation Program, until three years from the date for which you first received PERS Continuation benefits on the first Workers' Compensation claim. After three years, you will revert to the Supplemental Benefit Program instead of PERS Continuation benefits.

The rules of the Program are set out on pages 29-38 of your MCDSA contract. Please read the contract carefully. If you have any questions about how the Program works, contact your Association representative immediately.

Appendix B

(Continued)

I elect to begin coverage in the PERS Continuation Program  
effective:

1. The current pay period. \_\_\_\_\_
2. Other future date \_\_\_\_\_ (specify). \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## INDEX

- Achievement Levels, 61
- Achievement Program, 61
- Achievement Program, Annual Requirements, 62
- Achievement Program, Physical Disabilities, 67
- Achievement Program, Requirements for Continued Participation, 66
- Annexation, 48
- Anniversary Step Increases, 57
- Annual Requirements, 62
- Assessments, 5, 6
- Association Business, 17
- Association Representatives, 79
- Association, Visits by, 83
- BPST Certification, 62
- Bulletin Boards, 83
- Bumping Rules, 42
- Call-In Time, 54
- Check Off and Service Fee, 5
- Classification, Working Out of, 53
- Coach Pay, 59
- Compensation, 52
- Computation of Seniority, 40
- Contract, Supremacy of, 84
- Contract Work, 85
- Contractual Internal Investigatory Procedures, 73
- County-Association Meetings, 80
- Court Cars, 57
- Court Time, 55
- Dental Plan, 20
- Discharge, 72
- Discipline, 71
- Discipline and Discharge, 71
- Discrimination, 82
- Education, Training and Community Service, 64
- Eligibility Committee, 68
- Emergency Work Schedule, Changes, 50
- Entire Agreement, 89
- Existing Conditions, 83
- Fair Labor Standards Act, 68
- Fitness Test, 62
- Funding, 87
- General Provisions, 82
- Grievance Procedure, 77
- Grievance Processing, 81
- Health Examination, 63
- Health and Welfare, 20
- Holidays, Unused, 10
- Holidays, General, 9
- Holidays, Non-Patrol Personnel, 10
- Holidays, Taking of, 10
- Hours of Work, 49
- Hours, Regular, 49
- Immediate Family, Bereavement, 15
- Investigatory Procedures Internal, 73
- Jury Duty, 16
- Lay-off List, 45
- Lay-off Procedures, 42
- Leave, Maternity, 17
- Leave, Military Service, 18
- Leave of Absence, 16
- Leave of Absence, Requirement to Return, 16
- Liability (See Tort Claim Defense and Indemnification), 39
- Life Insurance, 21
- Management Rights, 3
- Manual of Procedures, Work Rules, 73
- Maternity Leave, 17
- Maternity Sick Leave, 15
- Meal Periods, 51



Medical-Hospital, 20  
 Mileage Pay, 56  
 Military Service, 18  
  
 Negotiations, Association  
     Bargaining Team, 84  
  
 Other Leaves, 16  
 Overtime, 54  
  
 Parental Leave, 15  
 Pay Periods, 53  
 PERS, Sick Leave Application,  
 PERS, Retirement, 58  
 Physical Disabilities, 67  
 Preamble, 1  
 Probation, 70  
 Promotion, Trial Service  
     Period, 70  
 Public Safety Achievement  
     Program, 61  
  
 Range Qualification, 65  
 Recall, Layoff, 47  
 Recognition, 2  
 Records, Employee Conduct, 76  
 Rest Periods, 51  
 Retiree Insurance, 23  
 Retirement, 47  
 Rules, 83  
  
 Safety, 85  
 Savings Clause and Funding, 87  
 Seniority, 40  
 Seniority, Bumping Rules, 42  
 Seniority, Computation, 40  
 Seniority, Layoff, 42  
 Settlement of Disputes, 77  
 Shift Assignment, 49  
 Sick Leave Accrual, 14  
 Sick Leave, Compensation for, 15  
  
 Sick Leave, Maternity, 15  
 Sick Leave, Parental, 15  
 Sick Leave, Payoff at  
     Death, 14  
 Sick Leave, PERS Applica-  
     tion, 59  
 Sick Leave Usage, Illness  
     in Immediate Family, 15  
 Speech Rule, 85  
 Stewards, 79  
 Strike, No Strike and No  
     Lockout, 8  
 Successor Insurance Plans, 21  
 Supremacy of Contract, 84  
  
 Tactical Dog Unit Pay, 60  
 Termination, 91  
 Tort Claim Defense and  
     Indemnification, 39  
 Trial Service Period, 70  
 Tuition Reimbursement, 17  
  
 Vacation, Accrual, 12  
 Vacation, Continuous Service  
     Requirement, 12  
 Vacation Payoff at Termination  
     or Death, 13  
 Vacation, Seniority Rights and  
     Limitations, 13  
 Vacation Time, 13  
 Voting Time, 17  
  
 Wage Schedules (1989-90), 93  
 Wages and Classification  
     Schedule (See also Wage  
         Schedules), 52  
 Work Day, 49  
 Work Schedules, 50  
 Work Week, 49  
 Workers' Compensation and  
     Supplemental Benefits, 29  
 Working Out of Classifica-  
     tion, 53

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. R-11

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of IGA

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Susan Clark TELEPHONE 248-3691

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

**BRIEF SUMMARY** Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

\* Ratification of amendment #2 between Mt. Hood Community College and the Developmental Disabilities Program. Decreases Work Activity Center funding to Mt. Hood by (\$3,557.84) due to the transfer of slots to another provider.

*5/2/90 Originals to Susan Clark*

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☒ FISCAL/BUDGETARY Org 1235 decreases (\$3,557.84)

☐ -General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (pc)

BUDGET / PERSONNEL /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691

BOARD OF COUNTY COMMISSIONERS  
GLADYS MCCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy*  
Director, Department of Human Services

FROM: Gary Smith *GS*  
Director, Social Services

DATE: April 10, 1990

SUBJECT: Recommendation to Approve Mt. Hood Community College Amendment #2.

RETROACTIVE STATUS: Amendment #2 is retroactive to January 1, 1990 to incorporate rate changes effective January 1, 1990 to March 31, 1990.

RECOMMENDATION: Social Services Division recommends County Chair approval of amendment #2 between the DD Program Office and Mt. Hood Community College for the period January 1, 1990 through June 30, 1990.

ANALYSIS: Work Activity Center (DD40) is decreased (\$3,557.84). The new total for DD40 is \$108,463.60 with a new contract total of the same.

BACKGROUND: The monthly slot rate for DD40 increases by \$1,504.85 a month from January 1, 1990 to March 31, 1990 only. The rate then decreases back to \$1,166.89 beginning April 1, 1990. Also, four clients will be transferred to Sue Christiance April 15, 1990. Since the transfer occurs in the middle of the month, the slot rate for the four clients for April is \$583.45 (half of \$1,166.89).

[MtHood2]



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 100960

Amendment # 2

| CLASS I   | CLASS II   | CLASS III   |
|---|--|---|
| <input type="checkbox"/> Professional Services under \$10,000 | <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)<br><input type="checkbox"/> PCRB Contract<br><input type="checkbox"/> Maintenance Agreement<br><input type="checkbox"/> Licensing Agreement<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Grant<br><input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Intergovernmental Agreement<br><div style="text-align: center;"> <b>RATIFIED</b><br/> <b>Multnomah County Board</b><br/> <b>of Commissioners</b><br/>           R-11 May 1, 1990         </div> |

Contact Person Susan Clark Phone 248-3691 Date 4/10/90

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Work Activity Center (DD40) decreases (\$3,557.84). Please see Recommendation Brief for details.

RFP/BID # Exempt Date of RFP/BID          Exemption Exp. Date 6/30/94

ORS/AR # ORS 279.850 Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Mt. Hood Community College  
 Mailing Address 26000 SE Stark  
Gresham, OR 97030  
 Phone 667-7316  
 Employer ID # or SS # 93-0546890  
 Effective Date January 1, 1990  
 Termination Date June 30, 1990  
 Original Contract Amount \$ 122,005.44  
 Amount of Amendment \$ (3,557.84)  
 Total Amount of Agreement \$ 108,463.60

CURRENT AMOUNT: Amend #1 \$112,021.44

## Payment Term

- ☐ Lump Sum \$                       
☒ Monthly \$ Allotment  
☐ Other \$                       
☐ Requirements contract - Requisition required.  
 Purchase Order No.                       
☐ Requirements Not to Exceed \$

## REQUIRED SIGNATURES:

Department Manager Deane Hussy (DC)  
 Purchasing Director  
 (Class II Contracts Only)                       
 County Counsel                       
 County Chair/Sheriff                     

Date 4/18/90  
 Date                       
 Date 4.18.90  
 Date 4/23/90

| VENDOR CODE |      |        |              | VENDOR NAME |          |        |         |            | TOTAL AMOUNT     |            | \$ |              |
|-------------|------|--------|--------------|-------------|----------|--------|---------|------------|------------------|------------|----|--------------|
| LINE NO.    | FUND | AGENCY | ORGANIZATION | SUB ORG     | ACTIVITY | OBJECT | SUB OBJ | REPT CATEG | LGFS DESCRIPTION | AMOUNT     |    | INC/ DEC IND |
| 01.         | 156  | 010    | 1235         |             | DD40     | 6060   |         | 1240       |                  | (3,557.84) |    |              |
| 02.         |      |        |              |             |          |        |         |            |                  |            |    |              |
| 03.         |      |        |              |             |          |        |         |            |                  |            |    |              |

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
CONTRACT AMENDMENT NUMBER 2

DURATION FROM: 01/01/90 TO: 06/30/90  
CONTRACTOR NAME: MT. HOOD COMMUNITY COLLEGE  
CONTRACTOR ADDRESS: 26000 S.E. STARK  
GRESHAM OR 97030

TELEPHONE: 667-7316  
IRS NO.: 93-0546890

This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
MT. HOOD COMMUNITY COLLEGE, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original  
Contract not superseded by this AMENDMENT are still in force and apply to this  
AMENDMENT.

PART I - Financial Summary

DATE: 04/03/90

| Service<br>Element                          | Funding<br>Source | Original<br>Amount | Increase<br>(Decrease) | Revised<br>Amount | Payment Basis                             |
|---|-------------------|--------------------|------------------------|-------------------|---|
| 1.) DD40 WAC - SMHD<br>Work Activity Center |                   | \$112,021.44       | (\$3,557.84)           | \$108,463.60      | Monthly Allotment per<br>Contracted Slots |
| TOTALS:                                     |                   | \$112,021.44       | (\$3,557.84)           | \$108,463.60      |   |

Above amounts are subject to the Notes and Special Conditions in Part II below.

Multnomah County Social Services Division  
Contract AMENDMENT Number 2

CONTRACTOR:  
MT. HOOD COMMUNITY COLLEGE

DATE: 04/03/90

---

Part II - Notes and Special Conditions

---

Notes:

- 
- 1.) DD40 WAC Work Activity Center funding is decreased as the net result of two actions. First, the monthly rate for the 8 persons served is increased to \$1,504.85/mo for the three month period 1/1/90 through 3/31/90, and then returns to \$1,166.89/mo effective 4/1/90. Second, four persons are transferred on 4/15/90 to Sue Christiance, another County provider. Because the transfer takes place mid-month, the service payment for these four is reduced by 50%, making the rate for these four persons \$583.45/mo for the month of April only.

Special Conditions:

---

All existing Special Conditions remain in effect, and the following are added:

NONE

CONTRACTOR: Mt. Hood Community College  
Amendment #2

In witness whereof, the parties hereto have caused this Agreement to be executed by their authorized officers.

CONTRACTOR:

By \_\_\_\_\_  
Agency Executive Director Date

MULTNOMAH COUNTY, OREGON  
By Jim Minden 4-3-90  
Program Manager Date

By \_\_\_\_\_  
Agency Board Chairperson Date

By Dan W. Smith 4/16/90  
Social Services Division Director Date

By Gladys McCoy 5/1/90  
Gladys McCoy Date  
Multnomah County Chair

**RATIFIED**  
Multnomah County Board  
of Commissioners  
May 1, 1990

REVIEWED:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By [Signature] 4.18.90  
Date

1030 APR 27 PM 3:11

CLATSOP COUNTY  
OREGON

BUDGET MODIFICATION NO. DHS#50

(For Clerk's Use) Meeting Date: MAY 1 1990  
Agenda No.: R-12

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

DEPARTMENT Human Services  
CONTACT Scott Clement/Tom Fronk

DIVISION Health  
TELEPHONE ext. 3674

NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification DHS #50 requests several appropriation changes to the Health Division budget reflecting Revisions 3 and 4 to the State Health Division grant.

(ESTIMATED TIME NEEDED ON THE AGENDA )

2. DESCRIPTION OF MODIFICATION (Explain the changes this bud mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

The Health Division in December received Revision 3 to the revenue agreement with the State Health Division. That revision included one significant change, addressed on budget modification DHS 27, and several technical changes.

The Division has now received Revision 4, which includes several technical changes. This budget modification reconciles the technical changes included on Revisions 3 and 4 to the Division's approved County budget.

Specifically, the following changes would be affected:

- a) The grant for centralized Family Planning Drug purchases is increased by \$2,400. The budget for Drugs in Services and Support is increased by the same amount.
- b) The basic Family Planning grant is increased by \$8,507. The School Based Clinic grant is reduced by \$8,309. To balance, \$8,309 of County General Fund is moved from Primary Care Clinics to Specialty Care Clinics to cover the reduction in School Based Clinic funding, and the Supply budget in Primary Care is increased by \$198.
- c) The Refugee Screening grant is increased by \$817, with a corresponding increase in Supplies in the Refugee Clinic of \$817.
- d) The WIC grant is increased by \$84,321. This budget modification requests that the funds be used to increase the appropriation for Supplies, Primary Care Clinics, to reflect the actual supporting materials and services demand generated by the WIC program.
- e) The grant for Water Testing is reduced by \$624. The Supply line in Environmental Health would be reduced by the same amount.



- f) The State agreement includes ten separate funding elements related to AIDS. These ten sources are in a constant state of change. Several of these elements are of a fee for services nature.

After Revision 4 these ten sources authorize resources approximately \$35,400 greater than the current County budget level. However, given the lack of history and dynamic nature of these elements the Division is not requesting an increased appropriation at this time. If it becomes apparent over the next two months that the State numbers are firm numbers the Division will forward a budget modification requesting additional appropriations.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change.)

Increase Family Planning Drug revenue \$2400.  
 Increase Family Planning Grant by \$8507.  
 Decrease Adolescent Health Care by \$8309.  
 Increase Refugee Screening Grant by \$817.  
 Increase WIC Grant by \$84,321.  
 Decrease Water Testing Grant by \$624.  
 Increase Cash Transfer to Federal State Fund by \$6054.  
 Increase Service Reimbursement Revenue to General Fund by \$6054.

4. CONTINGENCY STATUS (To be completed by Finance/Budget.) NONE

|   |                         |   |                         |
|---|-------------------------|---|-------------------------|
| Originated by:<br><i>Tom Horn</i>         | Date:<br><i>4/10/90</i> | Department Director:<br><i>Duane Zussy (PC)</i> | Date:<br><i>4/16/90</i> |
| Finance/Budget:<br><i>Thom J. Spr</i>     | Date:<br><i>4/18/90</i> | Employee Relations:                             | Date:                   |
| Board Approval:<br><i>Wendy R. Rogers</i> | Date:<br><i>5/1/90</i>  |   |                         |

## BUDGET MODIFICATION DHS #50 (PAGE 3)

| EXPENDITURE TRANSACTION  |        |      |        |              |             | EB [ ]         | GM [ ]         | TRANSACTION DATE    | ACCOUNTING PERIOD        | BUDGET FISCAL YEAR      |
|--------------------------|--------|------|--------|--------------|-------------|----------------|----------------|---------------------|--------------------------|-------------------------|
| Document Number          | Action | Fund | Agency | Organization | Object Code | Current Amount | Revised Amount | Increase (Decrease) | Subtotal                 | Description             |
|                          |        | 100  | 010    | 0200         | 6230        |                |                | (624)               |                          | Supplies-Env Health     |
|                          |        | 156  | 010    | 0400         | 6230        |                |                | 817                 |                          | Supplies                |
|                          |        | 156  | 010    | 0400         | 7100        |                |                | 56                  |                          | Indirect                |
|                          |        |      |        |              |             |                |                |                     | 873                      | Subtotal-Specialty Care |
|                          |        | 156  | 010    | 0700         | 6230        |                |                | 84519               |                          | Supplies                |
|                          |        | 156  | 010    | 0700         | 7100        |                |                | 5832                |                          | Indirect                |
|                          |        |      |        |              |             |                |                |                     | 90351                    | Subtotal-Primary Care   |
|                          |        | 156  | 010    | 0850         | 6550        |                |                | 2400                |                          | Drugs                   |
|                          |        | 156  | 010    | 0850         | 7100        |                |                | 166                 |                          | Indirect                |
|                          |        |      |        |              |             |                |                |                     | 2566                     | Subtotal-Services       |
|                          |        | 100  | 010    | 0103         | 7608        |                |                | 6054                |                          | Cash Transfer           |
| TOTAL EXPENDITURE CHANGE |        |      |        |              |             |                |                | 99220               | TOTAL EXPENDITURE CHANGE |                         |

| REVENUE TRANSACTION  |        |      |        |              |                | RB [ ]         | GM [ ]         | TRANSACTION DATE    | ACCOUNTING PERIOD    | BUDGET FISCAL YEAR      |
|----------------------|--------|------|--------|--------------|----------------|----------------|----------------|---------------------|----------------------|-------------------------|
| Document Number      | Action | Fund | Agency | Organization | Revenue Source | Current Amount | Revised Amount | Increase (Decrease) | Subtotal             | Description             |
|                      |        | 100  | 010    | 0200         | 4003           |                |                | (624)               |                      | State Water             |
|                      |        | 156  | 010    | 0400         | 2053           |                |                | 817                 |                      | Refugee Screening       |
|                      |        | 156  | 010    | 0400         | 7601           |                |                | 8365                |                      | General Fund            |
|                      |        | 156  | 010    | 0400         | 2385           |                |                | (8309)              |                      | State Adolescent Health |
|                      |        | 156  | 010    | 0700         | 2612           |                |                | 8507                |                      | Family Planning         |
|                      |        | 156  | 010    | 0700         | 7601           |                |                | (2477)              |                      | General Fund            |
|                      |        | 156  | 010    | 0700         | 2058           |                |                | 84321               |                      | WIC                     |
|                      |        | 156  | 010    | 0850         | 2611           |                |                | 2400                |                      | Family Planning Drugs   |
|                      |        | 156  | 010    | 0850         | 7601           |                |                | 166                 |                      | General Fund            |
|                      |        | 100  | 045    | 7410         | 6602           |                |                | 6054                |                      | Service Reimb From F/S  |
| TOTAL REVENUE CHANGE |        |      |        |              |                |                |                | 99220               | TOTAL REVENUE CHANGE |                         |



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy (DZ)*  
Department of Human Services

FROM: *Bill* Bill Odegaard, Director  
Health Division

DATE: April 11, 1990

SUBJECT: Recommendation to Approve a Modification to the  
Health Division Budget

**RECOMMENDATION:** That the Board of County Commissioners consider and approve budget modification DHS #50. This budget modification reconciles the Health Division budget to several changes made by the State in the State Health Division revenue agreement.

**ANALYSIS:** Several State revenue sources are reconciled to the County Budget with this budget modification: Adolescent Health Care, Refugee Screening, State Water, Family Planning, Central Drug Purchasing, and WIC. The expense budget for Drugs is used to balance the increase in Central Drug Purchasing. For all others, the expense budget for Supplies is used as the balancing line item. The overall increase is \$87,112.

The State allotment for the several AIDS related revenues remains approximately \$35,400 higher than the County budget for the same revenue sources. The Health Division does not recommend increasing appropriations at this time based on the State figures. When current case loads are considered we are not convinced the full revenue amounts could be collected.

**BACKGROUND:** The State Health Division revenue agreement includes 23 separate revenue sources. Periodically the State makes changes to this agreement which require the County to significantly add or alter service delivery activities. At other times the State will initiate technical changes, usually resulting in a revised funding formula at the State or Federal level.

AN EQUAL OPPORTUNITY EMPLOYER

State Revenue Agreement

Page 2

The County Health Division typically receives six or seven of these revisions in a fiscal year. Changes requiring significant changes in program direction have been accomplished with earlier budget modifications. This budget modification addresses technical changes in the State agreement not involving significant changes in program design or direction.

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. R-13

REQUEST FOR PLACEMENT ON THE AGENDA

Revision #3 & #4 of FY 89-90.  
Subject: Oregon State Health Division Grant

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services/ County Chair DIVISION Health

CONTACT Scott Clement TELEPHONE 3674

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Scott Clement

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Request approval of revision #3 for \$127,950 increasing State Health Division grant funds to reflect the receipt of funds for various programs (i.e. drug seroprevalence, family planning, STD, and WIC.) Approval is also requested for revision #4 increasing State Health Division grant funds \$2400 for Central Drug Purchasing. These grant revisions must be processed simultaneously with BUD Mod. # DHS 50

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

5/2/90 Originals to Herman Brane

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

OTHER \$130,350 increase in State Health Division revenue

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy

BUDGET / PERSONNEL: /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674  
FAX (503) 248-3676

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy*

FROM: Bill Odgaard, Director, Health Division *Bill Odgaard*

DATE: March 14, 1990

SUBJECT: Recommendation to Approve Revision #3 of State Health Division Grant to Multnomah County  
(PER BUD MOD DHS #50)

Retroactive: The changes included in revision #3 of the state Health Division grant were initiated by the state and are effective upon the Board's ratification of the revision. However, the state requires that any changes to the grant be reflected for the entire grant period, July 1, 1989, through June 30, 1990.

Recommendation: The Health Division and the Department of Human Services recommends that the County Chair and members of the Board of County Commissioners approve the attached revision #3 to the state Health Division grant to Multnomah County for FY 89-90. A budget modification reconciling the county Health Division's budget to the changes in the grant award is being prepared.

Analysis: This revision of the state grant has the net effect of increasing total support to Multnomah County by \$127,950. Changes among the various programs are as follows:

1. Drug seroprevalence increased (\$3,896) from \$25,089 to \$28,985.
2. Family Planning increased (\$21,034) from \$231,965 to \$252,999.
3. STD seroprevalence increased (\$18,699) from \$51,206 to \$69,905.
4. Women, Infants and Children increased (\$84,321) from \$780,342 to \$864,663.

Background: The state Health Division grant is subject to revisions during the course of the year. Changes initiated by the state reflect changes in the projections of the level of federal funding received by the state.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

DHS 269-3

MULTNOMAH COUNTY OREGON

Contract # 102690  
Amendment # 3

| CLASS I   | CLASS II   | CLASS III  |
|---|--|--|
| <input type="checkbox"/> Professional Services under \$10,000 | <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)<br><input type="checkbox"/> PCRB Contract<br><input type="checkbox"/> Maintenance Agreement<br><input type="checkbox"/> Licensing Agreement<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Grant<br><input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Intergovernmental Agreement<br><div style="text-align: center;"> <b>RATIFIED</b><br/> <i>Revenue</i><br/> <b>Multnomah County Board of Commissioners</b><br/>           R-13      May 1, 1990         </div> |

Contact Person Brame Phone 3674 Date 3-13-90

Department Human Services Division Health Bldg/Room 160/8

Description of Contract Grant Revision #3 provides for additional funds for various programs funded by the State Health Division.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Health Division

Mailing Address 1400 SW 5th Ave.

Portland, OR 97201

Phone 229-6380

Employer ID # or SS # N/A

Effective Date July 1, 1989

Termination Date June 30, 1990

Original Contract Amount \$ ~~3,410,506~~ 3,372,506

Amount of Amendment \$ 127,950

Total Amount of Agreement \$ 3,500,456

Current total: \$ 3,410,506

Payment Term N/A

☐ Lump Sum \$ \_\_\_\_\_

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director  
(Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 4/20/90

Date \_\_\_\_\_

Date 4.23.90

Date 5/1/90

| VENDOR CODE |      |        |              |         | VENDOR NAME |        |         |            | TOTAL AMOUNT     |           | \$           |  |
|-------------|------|--------|--------------|---------|-------------|--------|---------|------------|------------------|-----------|--------------|--|
| LINE NO.    | FUND | AGENCY | ORGANIZATION | SUB ORG | ACTIVITY    | OBJECT | SUB OBJ | REPT CATEG | LGFS DESCRIPTION | AMOUNT    | INC/ DEC IND |  |
| 01.         | 156  | 010    | 0400         |         |             |        |         |            | REV 2383         | \$127,950 |              |  |
| 02.         |      |        |              |         |             |        |         |            |                  |           |              |  |
| 03.         |      |        |              |         |             |        |         |            |                  |           |              |  |

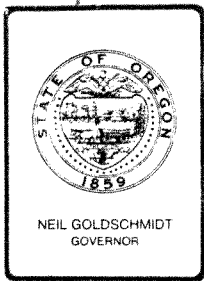
INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE



*Department of Human Resources*  
**HEALTH DIVISION**


1400 SW 5th AVENUE, PORTLAND, OREGON 97201

(503) 229-6380

February 6, 1990

TDD-NONVOICE: (503) 229-5497

TO: Billi Odegaard, Administrator, Multnomah County

FROM: Herb Hirst, Assistant Administrator 

SUBJECT: FY 90 Budget Revision #3

Congratulations on your \$21,034 "Project Better Care" grant to do family planning outreach in north and northeast Portland.

In order to track the progress of this grant, we request you to include the expenditures on your Family Planning expenditure report, but footnote how much of the expenditures are for Project Better Care.

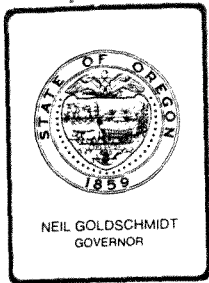
The attached information sheet shows your total Family Planning grant with the new grant included.

AN EQUAL OPPORTUNITY EMPLOYER

Mailing Address: P.O. Box 231, Portland, OR 97207

Emergency Phone Voice (503) 229-5599 — TDD-Nonvoice (503) 252-7978





Department of Human Resources  
**HEALTH DIVISION**


1400 SW 5th AVENUE, PORTLAND, OREGON 97201

(503) 229-6380

TDD-NONVOICE: (503) 229-5497

February 6, 1990

TO: Health Department Administrators/Grantees

FROM: Herb Hirst, Assistant Administrator 

SUBJECT: FY 90 Budget Revision #3

Enclosed is Budget Revision #3 for FY 90.

Just a reminder, the budget page has changed. You will no longer be required to break down your individual program grants into Personal Services/Services and Supplies/Capital Outlay. Capital Outlay must still be listed on the bottom of the budget sheet. However, only items costing \$1,000 or more and whose life expectancy is over one year need be included. Grantees still need approval prior to purchasing these items.

Enclosed is information regarding Projected Grant Payments by Source of Fund. This form is required by the Federal Government. If you have questions, please call Marlyn Lewis, Fiscal Services, 229-5863.

Changes for this revision include:

MCH: Marion County will receive an MCH Special Projects of Regional and National Significance (SPRANS) grant to provide intensive nursing intervention in an effort to prevent SIDS.

Family Planning: Multnomah County will receive a special grant to do family planning outreach in North and Northeast Portland.

HIV: Crook, Josephine, and Malheur Counties will receive an increase in funds for HIV Clinic Expansion to accommodate a higher level of counseling and testing services than originally projected. Klamath and

AN EQUAL OPPORTUNITY EMPLOYER

Mailing Address: P.O. Box 231, Portland, OR 97207

Emergency Phone Voice (503) 229-5599 — TDD-Nonvoice (503) 252-7978

Health Department Administrators/Grantees  
February 6, 1990  
Page 2

Lane Counties receive an increase for their Community Outreach Grants. And, Multnomah County receives an increase for their Drug Seroprevalence and STD Seroprevalence Grants.

WIC: Counties and grantees will receive an increase in their Federally legislated administrative funding for the WIC Program.

The original, signed budget page needs to be returned to our office no later than March 2, 1990. Please be sure to fill in the Capital Outlay portion, bottom of the page, for all items costing \$1,000 or more. Hopefully, the changes we've made will help expedite this process for all of us.

If you have any questions, please call the appropriate program manager or your Field Services Section representative.

Multnomah  
AGENCY

1-8-90  
DATE

FY 90 FAMILY PLANNING PROGRAM INFORMATION SHEET

REVISION # 3

PREVIOUS FAMILY PLANNING GRANT

279,210

DRUG ACCOUNT 47,245

SERVICE GRANT 231,965

FY 89 DRUG ADJUSTMENT (+ or -)

no change in Rev. #3

OTHER INCREASES

21,034

FAMILY PLANNING GRANT, REVISION # 3

300,244

DRUG ACCOUNT 47,245

SERVICE GRANT 252,999

Definitions:

1. Original Family Planning Grant. This is the amount for your agency calculated by using the agreed upon funding formula.
2. Drug Account. If your agency is eligible/or and has chosen to participate in the state drug program this is the amount deposited in your agency's drug account. Funds can be transferred between the Drug Account and the Service Grant only with mutual agreement between the state and your agency.
3. Service Grant. This is the Family Planning Grant minus the amount deposited in your agency's Drug Account.
4. FY 89 Drug Adjustment. This is the amount in the Drug Account from the previous fiscal year that has been overspent or underspent. This category may add to or subtract from the amount of your Family Planning Grant. The Service Grant will be affected, not the Drug Account. Drug Adjustment occurs in Revision #1.
5. Other Increases. This category will include special agency specific grants from Federal or other sources, as well as additional funds available to all agencies.

If you have any questions please phone Joan Binninger, 229-6229, or Kara Stebbins, 229-5527.

Multnomah County  
FY90  
Rev. #3

State of Oregon  
OREGON STATE HEALTH DIVISION  
Department of Human Resources  
Projected Grant Payments by  
Source of Fund

| PROGRAM                        | FUND<br>SOURCE  | CFDA # | AMOUNT    |
|--------------------------------|-----------------|--------|-----------|
| STATE SUPP PUB HLTH            | STATE GEN FUND  | NONE   | 313,775   |
| FAMILY PLANNING                | STATE GEN FUND  | NONE   | 16,818    |
|                                | MCH BLOCK GRANT | 13.994 | 128,207   |
|                                | TITLE X         | 13.217 | 107,974   |
| TOTAL FAMILY PLANNING          |                 |        | 252,999   |
| CENTRAL DRUG PURCHASING        | TITLE X         | 13.217 | 320,029   |
| MATERNAL & CHILD HLTH          | MCH BLOCK GRANT | 13.994 | 199,803   |
| PRENATAL                       | STATE GEN FUND  | NONE   | 92,500    |
|                                | MCH BLOCK GRANT | 13.994 | 73,108    |
| TOTAL PRENATAL                 |                 |        | 165,608   |
| WOMEN, INFANTS & CHILDREN      | WIC             | 10.557 | 864,663   |
| AIDS PREV/EDUC                 | STATE GEN FUND  | NONE   | 55,129    |
| HIV - CTS                      | ALTERNATE SITES | 13.118 | 130,000   |
| TB - CASE MANAGEMENT           | STATE GEN FUND  | NONE   | 41,109    |
|                                |                 |        | 5,613     |
| STD (VD)                       | STATE GEN FUND  | NONE   | 23,000    |
|                                | STD             | 13.977 | 38,000    |
|                                |                 |        | 61,000    |
| TB OUTREACH                    | TB GRANT        | 13.116 | 37,160    |
| AIDS SURVEILLANCE              | ALTERNATE SITES | 13.118 | 35,851    |
| HIV TEST in DRUG CLINIC        | ALTERNATE SITES | 13.118 | 34,458    |
| AIDS OUTREACH                  | STATE GEN FUND  | NONE   | 20,626    |
|                                | ALTERNATE SITES | 13.118 | 49,374    |
| TOTAL AIDS OUTREACH            |                 |        | 70,000    |
| AIDS MINORITY OUTREACH         | ALTERNATE SITES | 13.118 | 85,935    |
| HIV CTS-EXPANSION              | ALTERNATE SITES | 13.118 | 95,339    |
| STD SEROPREVALANCE             | ALTERNATE SITES | 13.118 | 69,905    |
| DRUG TREAT SEROPREVALANCE      | ALTERNATE SITES | 13.118 | 28,985    |
| MINORITY CTS CLINIC            | ALTERNATE SITES | 13.118 | 11,965    |
| REFUGEE SCREENING              | REFUGEE AFS     | 13.814 | 585,122   |
| REFUGEE - TB                   | REFUGEE CDC     | 13.987 | 32,317    |
| SCHOOL BASED CLINICS           | STATE GEN FUND  | NONE   | 41,691    |
| TOTAL GRANTS by SOURCE of FUND |                 |        | 3,538,456 |

This form is required by the Federal Government. It is based on projections and should not be used by your auditors as final amounts. We will send you the final Grant Payments by Source of Fund statement at the end of the fiscal year to be used for audit purposes.

Multnomah County  
FY90  
Revision #1

State of Oregon  
OREGON STATE HEALTH DIVISION  
Department of Human Resources  
Projected Grant Payments by  
Source of Fund

| PROGRAM                        | FUND<br>SOURCE  | CFDA # | AMOUNT    |
|--------------------------------|-----------------|--------|-----------|
| STATE SUPP PUB HLTH            | STATE GEN FUND  | NONE   | 313,775   |
| FAMILY PLANNING                | STATE GEN FUND  | NONE   | 16,818    |
|                                | MCH BLOCK GRANT | 13.994 | 128,207   |
|                                | TITLE X         | 13.217 | 86,940    |
|                                |                 |        | -----     |
| TOTAL FAMILY PLANNING          |                 |        | 231,965   |
| CENTRAL DRUG PURCHASING        | TITLE X         | 13.217 | 320,029   |
| MATERNAL & CHILD HLTH          | MCH BLOCK GRANT | 13.994 | 199,803   |
| PRENATAL                       | STATE GEN FUND  | NONE   | 92,500    |
|                                | MCH BLOCK GRANT | 13.994 | 73,108    |
|                                |                 |        | -----     |
| TOTAL PRENATAL                 |                 |        | 165,608   |
| WOMEN, INFANTS & CHILDREN      | WIC             | 10.557 | 780,342   |
| AIDS PREV/EDUC                 | STATE GEN FUND  | NONE   | 55,129    |
| HIV - CTS                      | ALTERNATE SITES | 13.118 | 130,000   |
| TB - CASE MANAGEMENT           | STATE GEN FUND  | NONE   | 41,109    |
| WATER SYSTEMS                  | E. P. A.        | 66.432 | 5,613     |
| STD (VD)                       | STATE GEN FUND  | NONE   | 23,000    |
| TB OUTREACH                    | TB GRANT        | 13.116 | 37,160    |
| AIDS SURVEILLANCE              | ALTERNATE SITES | 13.118 | 35,851    |
| HIV TEST in DRUG CLINIC        | ALTERNATE SITES | 13.118 | 34,458    |
| AIDS OUTREACH                  | STATE GEN FUND  | NONE   | 20,626    |
|                                | ALTERNATE SITES | 13.118 | 49,374    |
|                                |                 |        | -----     |
| TOTAL AIDS OUTREACH            |                 |        | 70,000    |
| AIDS MINORITY OUTREACH         | ALTERNATE SITES | 13.118 | 85,935    |
| HIV CTS-EXPANSION              | ALTERNATE SITES | 13.118 | 95,339    |
| STD SEROPREVALANCE             | ALTERNATE SITES | 13.118 | 51,206    |
| DRUG TREAT SEROPREVALANCE      | ALTERNATE SITES | 13.118 | 25,089    |
| MINORITY CTS CLINIC            | ALTERNATE SITES | 13.118 | 11,965    |
| REFUGEE SCREENING              | REFUGEE AFS     | 13.814 | 585,122   |
| REFUGEE - TB                   | REFUGEE CDC     | 13.987 | 32,317    |
| SCHOOL BASED CLINICS           | STATE GEN FUND  | NONE   | 41,691    |
|                                |                 |        | -----     |
| TOTAL GRANTS by SOURCE of FUND |                 |        | 3,372,506 |

This form is required by the Federal Government. It is based on projections and should not be used by your auditors as final amounts. We will send you the final Grant Payments by Source of Fund statement at the end of the fiscal year to be used for audit purposes.

OREGON HEALTH DIVISION

Grantee Assurances

The following is a list of the titles of assurances with which grantees must agree to comply if they accept state and federal funds administered by the Oregon Health Division. The detailed assurances are located under these titles in the Resource Manual for Grant Programs provided to each grantee. The Common Program Assurances and Fiscal Assurances are required for all programs; the Program-Specific Assurances are required for individual grant programs. Your signature on this document is evidence that you have read and agreed to comply with the required assurances.

**ASSURANCES**

Common Program Assurances

Fiscal Assurances

Program Specific Assurances

AIDS Prevention-Education  
AIDS Minority Outreach  
County Level Outreach for Gay/Bisexual Men  
Drinking Water Program  
Family Planning Program  
HIV Community Test Sites  
HIV Expansion Clinic Counseling and Testing  
HIV Family of Seroprevalance Survey  
HIV Surveillance Activities in Multnomah County  
Immigration Program  
Immunization Program  
Maternal and Child Health/Prenatal/Primary Care  
Refugee Health Screening Program  
Refugee Tuberculosis Follow-up and Hepatitis B Screening  
School-Based Health Clinic Program  
Sexually Transmitted Diseases  
State Support for Public Health  
TB General Case Management and Epidemiology  
TB Outreach  
WIC Program

REVIEWED: \_\_\_\_\_  
LAURENCE KRESSEL  
County Counsel for  
Multnomah County, Oregon  
By *[Signature]*  
Date 4.23.90

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:  
Approved by:

TO BE COMPLETED BY THE GRANTEE:  
Approved by:

\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Multnomah County  
Local Agency Name

\_\_\_\_\_  
Manager, Fiscal Services

By: *[Signature]*

\_\_\_\_\_  
Administrator, Health Division

Gladys McCoy, County Chair  
Authorized County or Agency Officer  
and Title

Date \_\_\_\_\_

Date 5/1/90

07/31/89

**RATIFIED**  
Multnomah County Board  
of Commissioners

*[Signature]*

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

|  |  |
|--|--|
| <b>1) Grantee</b><br><br>Name: Multnomah Co. Community Health<br>Street 426 S. W. Stark St.-7th Floor<br>City: Portland<br>State: OR Zip Code: 97204 | <b>2) Issue Date</b> This Action<br><br><div style="text-align: right;">2/2/90 REVISION #3</div> |
|  | <b>3) Award Period</b><br><br>From 07/01/89 Through 06/30/90                                     |

| 4) OSHD Funds Approved          | Program Previously<br>Manager Approved<br>Approval | Award            | Increase/<br>(Decrease) | New<br>Grant<br>Award |
|---------------------------------|--|------------------|-------------------------|-----------------------|
| Prenatal                        |  | 165,608          | 0                       | 165,608<br>(a) (b)    |
| Refugee - Screening             |  | 585,122          | 0                       | 585,122               |
| Refugee - TB and Follow-up      |  | 32,317           | 0                       | 32,317                |
| School Based Clinic             |  | 41,691           | 0                       | 41,691                |
| State Support for Public Health |  | 313,775          | 0                       | 313,775               |
| STD Seroprevalance              | ll   | 51,206           | 18,699                  | 69,905                |
| STD (VD)                        |  | 61,000           | 0                       | 61,000                |
| TB - Case Management            |  | 41,109           | 0                       | 41,109                |
| TB Outreach                     |  | 37,160           | 0                       | 37,160<br>(c)         |
| Water Program                   |  | 5,613            | 0                       | 5,613                 |
| Women, Infants & Children       | BC   | 780,342          | 84,321                  | 864,663               |
| <b>TOTAL</b>                    |  | <b>3,410,506</b> | <b>127,950</b>          | <b>3,538,456</b>      |

**5) Remarks:**

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY90 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

(a) Combined MCH & Prenatal is \$365,411  
\$199,803 must be spent on Primary Care.

(b) Prenatal must be at least \$76,837

(e) Grant Period Changed from 8/1/89 - 6/30/90 to 7/1/89 - 6/30/90

**6) Capital Outlay Requested in This Action**

Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$1,000 and a life expectancy greater than one year.

| PROGRAM | ITEM DESCRIPTION | COST | PROG.<br>APPROV. |
|---------|------------------|------|------------------|
|         |                  |      |                  |
|         |                  |      |                  |
|         |                  |      |                  |
|         |                  |      |                  |

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. 2-14

REQUEST FOR PLACEMENT ON THE AGENDA

Revision #3 & #4 of FY 89-90.

Subject: Oregon State Health Division Grant

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services/ County Chair DIVISION Health

CONTACT Scott Clement TELEPHONE 3674

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/Scott Clement

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Request approval of revision #3 for \$127,950 increasing State Health Division grant funds to reflect the receipt of funds for various programs (i.e. drug seroprevalence, family planning, STD, and WIC.) Approval is also requested for revision #4 increasing State Health Division grant funds \$2400 for Central Drug Purchasing. These grant revisions must be processed simultaneously with BUD Mod. # DHS 50

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

5/2/90 Originals to Herman Beane

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

OTHER \$130,350 increase in State Health Division revenue

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy

BUDGET / PERSONNEL: \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

1990 APR 24 PM 3:10  
CLERK OF COUNTY  
OREGON





# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 2ND FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3406

**BOARD OF COUNTY COMMISSIONERS**  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services

FROM: Bill Odegaard, Director, Health Division

DATE: April 11, 1990

SUBJECT: Recommendation to Approve Revision #4 of State Health Division Grant to Multnomah County

### Retroactive:

The change included in revision #4 of the State Health Division grant was initiated by the state and is effective upon the Board's ratification of the revision. However, the state requires that any change to the grant be reflected for the entire grant period, July 1, 1989, through June 30, 1990.

### Recommendation:

The Health Division and the Department of Human Services recommends that the County Chair and members of the Board of County Commissioners approve the attached revision #4 to the State Health Division grant to Multnomah County for FY89-90. A budget modification reconciling the county Health Division's budget to the changes in the grant award is being prepared.

### Analysis:

This revision of the state grant has the net effect of increasing total support to Multnomah County by \$2,400, resulting from an increase in the award for Central Drug Purchasing.

### Background:

The State Health Division grant is subject to revision during the course of the year. Changes initiated by the state reflect changes in the projections of the level of federal funding received by the state.

[6960K/p]



MULTNOMAH COUNTY OREGON

# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 102690

Amendment # 4

| CLASS I   | CLASS II   | CLASS III   |
|---|--|---|
| <input type="checkbox"/> Professional Services under \$10,000 | <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)<br><input type="checkbox"/> PCRB Contract<br><input type="checkbox"/> Maintenance Agreement<br><input type="checkbox"/> Licensing Agreement<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Grant<br><input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Intergovernmental Agreement<br><div style="text-align: center;"> <b>RATIFIED</b><br/> <b>Multnomah County Board</b><br/> <b>of Commissioners</b><br/>           R-14 May 1, 1990         </div> |

Contact Person Brame Phone 2670 Date 4-18-90

Department Human Services Division Health Bldg/Room 160/2

Description of Contract Grant revision #4 provides additional funds for various programs funded by the State Health Division

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Health Division

Mailing Address 1400 SW 5th Ave  
Portland OR 97201

Phone 229-6380

Employer ID # or SS # N/A

Effective Date July 1, 1989

Termination Date June 30, 1990

Original Contract Amount \$ 3,372,506  
~~3,538,456.00~~

Amount of Amendment \$ 2,400.00

Total Amount of Agreement \$3,540,856.00

Current total: \$3,538,456

Payment Term N/A

☐ Lump Sum \$ \_\_\_\_\_

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director  
 (Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 4/20/90

Date \_\_\_\_\_

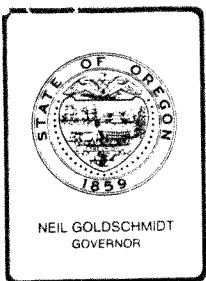
Date 4.23.90

Date 5/1/90

| VENDOR CODE |      |        |              | VENDOR NAME |          |        |         |            | TOTAL AMOUNT     | \$         |              |
|-------------|------|--------|--------------|-------------|----------|--------|---------|------------|------------------|------------|--------------|
| LINE NO.    | FUND | AGENCY | ORGANIZATION | SUB ORG     | ACTIVITY | OBJECT | SUB OBJ | REPT CATEG | LGFS DESCRIPTION | AMOUNT     | INC/ DEC IND |
| 01.         | 156  | 010    | 0400         |             |          |        |         |            | REV 2383         | \$2,400.00 |              |
| 02.         |      |        |              |             |          |        |         |            |                  |            |              |
| 03.         |      |        |              |             |          |        |         |            |                  |            |              |

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING CANARY - INITIATOR PINK - CLERK OF THE BOARD GREEN - FINANCE



Department of Human Resources  
**HEALTH DIVISION**

1400 SW 5th AVENUE, PORTLAND, OREGON 97201

(503) 229-6380

TDD-NONVOICE: (503) 229-5497

March 20, 1990

TO: Health Department Administrators/Grantees

FROM: Donna Clark, Assistant Administrator *DCjd*

SUBJECT: FY 90 Budget Revision #4

Enclosed is Budget Revision #4 for FY 90.

Just a reminder, the budget page has changed. You will no longer be required to break down your individual program grants into Personal Services/Services and Supplies/Capital Outlay. Capital Outlay must still be listed on the bottom of the budget sheet. However, only items costing \$1,000 or more and whose life expectancy is over one year need be included. Grantees still need approval prior to purchasing these items.

Enclosed is information regarding Projected Grant Payments by Source of Fund. This form is required by the Federal Government. If you have questions, please call Marlyn Lewis, Fiscal Services, 229-5863.

Jackson, Lane, Lincoln, and Yamhill Counties are receiving additional funding for the start up of their school based clinics.

Umatilla County is switching funds from their service account to their drug account. This switch will also affect the funding Multnomah County receives for Central Drug Purchasing.

The original, signed budget page needs to be returned to our office no later than April 10, 1990. Please be sure to fill in the Capital Outlay portion, bottom of the page, for all items costing \$1,000 or more. Hopefully, the changes we've made will help expedite this process for all of us.

If you have any questions, please call the appropriate program manager or your Field Services Section representative.

AN EQUAL OPPORTUNITY EMPLOYER

Mailing Address: P.O. Box 231, Portland, OR 97207

Emergency Phone Voice (503) 229-5599 — TDD-Nonvoice (503) 252-7978

Multnomah County  
FY90  
Rev. #4

State of Oregon  
OREGON STATE HEALTH DIVISION  
Department of Human Resources  
Projected Grant Payments by  
Source of Fund

| PROGRAM                        | FUND<br>SOURCE  | CFDA # | AMOUNT    |
|--------------------------------|-----------------|--------|-----------|
| STATE SUPP PUB HLTH            | STATE GEN FUND  | NONE   | 313,775   |
| FAMILY PLANNING                | STATE GEN FUND  | NONE   | 16,818    |
|                                | MCH BLOCK GRANT | 13.994 | 128,207   |
|                                | TITLE X         | 13.217 | 107,974   |
|                                |                 |        | -----     |
| TOTAL FAMILY PLANNING          |                 |        | 252,999   |
| CENTRAL DRUG PURCHASING        | TITLE X         | 13.217 | 322,429   |
| MATERNAL & CHILD HLTH          | MCH BLOCK GRANT | 13.994 | 199,803   |
| PRENATAL                       | STATE GEN FUND  | NONE   | 92,500    |
|                                | MCH BLOCK GRANT | 13.994 | 73,108    |
|                                |                 |        | -----     |
| TOTAL PRENATAL                 |                 |        | 165,608   |
| WOMEN, INFANTS & CHILDREN      | WIC             | 10.557 | 864,663   |
| AIDS PREV/EDUC                 | STATE GEN FUND  | NONE   | 55,129    |
| HIV - CTS                      | ALTERNATE SITES | 13.118 | 130,000   |
| TB - CASE MANAGEMENT           | STATE GEN FUND  | NONE   | 41,109    |
|                                |                 |        | 5,613     |
| STD (VD)                       | STATE GEN FUND  | NONE   | 23,000    |
|                                | STD             | 13.977 | 38,000    |
|                                |                 |        | -----     |
|                                |                 |        | 61,000    |
| TB OUTREACH                    | TB GRANT        | 13.116 | 37,160    |
| AIDS SURVEILLANCE              | ALTERNATE SITES | 13.118 | 35,851    |
| HIV TEST in DRUG CLINIC        | ALTERNATE SITES | 13.118 | 34,458    |
| AIDS OUTREACH                  | STATE GEN FUND  | NONE   | 20,626    |
|                                | ALTERNATE SITES | 13.118 | 49,374    |
|                                |                 |        | -----     |
| TOTAL AIDS OUTREACH            |                 |        | 70,000    |
| AIDS MINORITY OUTREACH         | ALTERNATE SITES | 13.118 | 85,935    |
| HIV CTS-EXPANSION              | ALTERNATE SITES | 13.118 | 95,339    |
| STD SEROPREVALANCE             | ALTERNATE SITES | 13.118 | 69,905    |
| DRUG TREAT SEROPREVALANCE      | ALTERNATE SITES | 13.118 | 28,985    |
| MINORITY CTS CLINIC            | ALTERNATE SITES | 13.118 | 11,965    |
| REFUGEE SCREENING              | REFUGEE AFS     | 13.814 | 585,122   |
| REFUGEE - TB                   | REFUGEE CDC     | 13.987 | 32,317    |
| SCHOOL BASED CLINICS           | STATE GEN FUND  | NONE   | 41,691    |
|                                |                 |        | -----     |
| TOTAL GRANTS by SOURCE of FUND |                 |        | 3,540,856 |

This form is required by the Federal Government. It is based on projections and should not be used by your auditors as final amounts. We will send you the final Grant Payments by Source of Fund statement at the end of the fiscal year to be used for audit purposes.

OREGON HEALTH DIVISION

Grantee Assurances

The following is a list of the titles of assurances with which grantees must agree to comply if they accept state and federal funds administered by the Oregon Health Division. The detailed assurances are located under these titles in the Resource Manual for Grant Programs provided to each grantee. The Common Program Assurances and Fiscal Assurances are required for all programs; the Program-Specific Assurances are required for individual grant programs. Your signature on this document is evidence that you have read and agreed to comply with the required assurances.

**ASSURANCES**

Common Program Assurances

Fiscal Assurances

Program Specific Assurances

AIDS Prevention-Education

AIDS Minority Outreach

County Level Outreach for Gay/Bisexual Men

Drinking Water Program

Family Planning Program

HIV Community Test Sites

HIV Expansion Clinic Counseling and Testing

HIV Family of Seroprevalance Survey

HIV Surveillance Activities in Multnomah County

Immigration Program

Immunization Program

Maternal and Child Health/Prenatal/Primary Care

Refugee Health Screening Program

Refugee Tuberculosis Follow-up and Hepatitis B Screening

School-Based Health Clinic Program

Sexually Transmitted Diseases

State Support for Public Health

TB General Case Management and Epidemiology

TB Outreach

WIC Program

REVIEWED:

LAURENCE KRESSEL

County Counsel for

Multnomah County, Oregon

By

Date 4.23.90

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:

Approved by:

\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Manager, Fiscal Services

\_\_\_\_\_  
Administrator, Health Division

Date \_\_\_\_\_

07/31/89

TO BE COMPLETED BY THE GRANTEE:

Approved by:

\_\_\_\_\_  
Multnomah County  
Local Agency Name

By:

Gladys McCoy

\_\_\_\_\_  
Gladys McCoy, County Chair  
Authorized County or Agency Officer  
and Title

Date 5/1/90

**RATIFIED**

Multnomah County Board  
of Commissioners

May 1, 1990

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

|  |  |
|--|--|
| <p>1) Grantee</p> <p>Name: Multnomah Co. Community Health</p> <p>Street 426 S. W. Stark St.-7th Floor</p> <p>City: Portland</p> <p>State: OR Zip Code: 97204</p> | <p>2) Issue Date This Action</p> <p style="text-align: center;">3/20/90 REVISION #4</p> <p>3) Award Period</p> <p>From 07/01/89 Through 06/30/90</p> |
|--|--|

| 4) OSHD Funds Approved        | Program Previously<br>Manager Approved<br>Approval | Award   | Increase/<br>(Decrease) | New<br>Grant<br>Award |
|-------------------------------|--|---------|-------------------------|-----------------------|
| AIDS - Minority Outreach      |  | 85,935  | 0                       | 85,935                |
| AIDS Outreach                 |  | 70,000  | 0                       | 70,000                |
| AIDS - Prevention / Education |  | 55,129  | 0                       | 55,129                |
| AIDS Surveillance             |  | 35,851  | 0                       | 35,851                |
| Central Drug Purchasing       |  | 320,029 | 2,400                   | 322,429               |
| Drug Seroprevalence           |  | 28,985  | 0                       | 28,985                |
| Family Planning               |  | 252,999 | 0                       | 252,999               |
| HIV - CTS                     |  | 130,000 | 0                       | 130,000               |
| HIV Clinic Expansion          |  | 95,339  | 0                       | 95,339                |
| HIV Drug and CTS              |  | 34,458  | 0                       | 34,458                |
| HIV Minority CTS Clinic       |  | 11,965  | 0                       | 11,965                |
| Maternal and Child Health     |  | 199,803 | 0                       | 199,803               |
|                               |  |         |                         | (a)                   |

## 5) Remarks:

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY90 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

(c) Grant Period: 8/1/89 - 12/31/89

(d) Administration 69,516  
 Drugs 232,913  
 Drug Reserve 20,000

Cent. Drug Total 322,429

## 6) Capital Outlay Requested in This Action

Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$1,000 and a life expectancy greater than one year.

| PROGRAM | ITEM DESCRIPTION | COST | PROG.<br>APPROV. |
|---------|------------------|------|------------------|
|         |                  |      |                  |
|         |                  |      |                  |
|         |                  |      |                  |
|         |                  |      |                  |

# BUDGET MODIFICATION NO. MC50 + 2

(For Clerk's Use) Meeting Date MAY 1 1990  
Agenda No. 2-15

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_ (Date)

DEPARTMENT Sheriff's Office  
CONTACT R. Showalter

DIVISION \_\_\_\_\_  
TELEPHONE 251-2441

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

## SUGGESTED

### AGENDA TITLE (to assist in preparing a description for the printed agenda)

Budget modification reclassifying three positions in the Sheriff's Office budget, changing two existing positions to higher classifications and changing one position to a lower classification. There will be no cost to the general fund.

### (Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This modification reclassifies three positions in the Sheriff's Office budget:

1. Changing an Office Assistant II position in the Word Processing Unit to an Office Assistant III effective May 1, 1990, with an increase in costs of \$865.
2. Changing a Program Development Specialist position in the Information Systems Unit to a Data Processing Technician effective May 1, 1990, with a reduction in costs of \$865.
3. Changing a Program Coordinator to an Operations Supervisor I in the Alarm Unit effective September 20, 1989, with an increase in costs of \$226. This funding will come from the Supplies line item. The Alarm Unit is a dedicated fund.

All three of the classifications have been approved by our Personnel Analyst in the Employee Services Division.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of \_\_\_\_\_) (Date)  
(Specify Fund)

After this modification

1000 Apr 7 1990  
ONE 30  
15 316  
\$  
\$

|  |                 |  |                 |
|--|-----------------|--|-----------------|
| Originated By<br><i>R. Showalter</i>       | Date<br>4/15/90 | Department Manager<br><i>Robert G. Sapping</i> | Date<br>4-8-90  |
| Budget Analyst<br><i>J. Mark Campbell</i>  | Date<br>4-20-90 | Personnel Analyst<br><i>Herald W. Bittle</i>   | Date<br>4-20-90 |
| Board Approval<br><i>DEBORAH L. ROGERS</i> |                 | Date<br>May 1, 1990                            |                 |

EXPENDITURE  
TRANSACTION EB [ ]      GM [ ]      TRANSACTION DATE \_\_\_\_\_      ACCOUNTING PERIOD \_\_\_\_\_      BUDGET FY \_\_\_\_\_

| Document<br>Number       | Action | Fund | Agency | Organi-<br>zation | Activity | Reporting<br>Category | Object | Current<br>Amount | Revised<br>Amount | Change<br>Increase<br>(Decrease) | Sub-<br>Total | Description              |
|--------------------------|--------|------|--------|-------------------|----------|-----------------------|--------|-------------------|-------------------|----------------------------------|---------------|--------------------------|
|                          |        | 100  | 020    | 3605              |          |                       | 5100   |                   |                   | 676                              |               | Permanent                |
|                          |        |      |        |                   |          |                       | 5500   |                   |                   | 171                              |               | Fringe                   |
|                          |        |      |        |                   |          |                       | 5550   |                   |                   | 19                               |               | Insurance                |
|                          |        |      |        | 3607              |          |                       | 5100   |                   |                   | (676)                            |               | Permanent                |
|                          |        |      |        |                   |          |                       | 5500   |                   |                   | (171)                            |               | Fringe                   |
|                          |        |      |        |                   |          |                       | 5550   |                   |                   | ( 19)                            |               | Insurance                |
|                          |        |      |        | 3502              |          |                       | 5100   |                   |                   | 176                              |               | Permanent                |
|                          |        |      |        |                   |          |                       | 5500   |                   |                   | 45                               |               | Fringe                   |
|                          |        |      |        |                   |          |                       | 5550   |                   |                   | 5                                |               | Insurance                |
|                          |        |      |        |                   |          |                       | 6230   |                   |                   | (226)                            | 226           | Personal Services        |
|                          |        |      |        |                   |          |                       |        |                   |                   |                                  |               | Supplies                 |
|                          |        |      |        |                   |          |                       |        |                   |                   |                                  | (226)         | Materials & Services     |
|                          |        | 400  | 040    | 7231              |          |                       | 6580   |                   |                   | 5                                | 5             | Insurance                |
| TOTAL EXPENDITURE CHANGE |        |      |        |                   |          |                       |        |                   |                   | 5                                | 5             | TOTAL EXPENDITURE CHANGE |

REVENUE  
TRANSACTION RB [ ]      GM [ ]      TRANSACTION DATE \_\_\_\_\_      ACCOUNTING PERIOD \_\_\_\_\_      BUDGET FY \_\_\_\_\_

| Document<br>Number   | Action | Fund | Agency | Organi-<br>zation | Activity | Reporting<br>Category | Revenue<br>Source | Current<br>Amount | Revised<br>Amount | Change<br>Increase<br>(Decrease) | Sub-<br>Total | Description             |
|----------------------|--------|------|--------|-------------------|----------|-----------------------|-------------------|-------------------|-------------------|----------------------------------|---------------|-------------------------|
|                      |        | 400  | 040    | 7231              |          |                       | 6600              |                   |                   | 5                                | 5             | Svs. Reim. to Ins. Func |
|                      |        |      |        |                   |          |                       |                   |                   |                   |                                  |               |                         |
|                      |        |      |        |                   |          |                       |                   |                   |                   |                                  |               |                         |
|                      |        |      |        |                   |          |                       |                   |                   |                   |                                  |               |                         |
|                      |        |      |        |                   |          |                       |                   |                   |                   |                                  |               |                         |
| TOTAL REVENUE CHANGE |        |      |        |                   |          |                       |                   |                   |                   | 5                                | 5             | TOTAL REVENUE CHANGE    |



# PERSONNEL DETAIL FOR BUD MOD NO. \_\_\_\_\_

## 5. ANNUALIZED PERSONNEL CHANGES (Compute on a full year basis even though this action affects only a part of the fiscal year.)

| FTE<br>Increase<br>(Decrease) | POSITION TITLE                 | A n n u a l i z e d                |                                  |         |                                 |
|-------------------------------|--------------------------------|------------------------------------|----------------------------------|---------|---------------------------------|
|                               |                                | BASE PAY<br>Increase<br>(Decrease) | Increase<br>(Decrease)<br>Fringe | Ins.    | TOTAL<br>Increase<br>(Decrease) |
| (1.00)                        | Office Assistant II            | (15,660)                           | (3,980)                          | (3,132) | (22,772)                        |
| 1.00                          | Office Assistant III           | 19,670                             | 4,995                            | 3,245   | 27,909                          |
| (1.00)                        | Program Development Specialist | (27,168)                           | (6,899)                          | (3,452) | (37,519)                        |
| 1.00                          | Data Processing Technician     | 23,158                             | 5,884                            | 3,340   | 32,382                          |
| (1.00)                        | Program Coordinator            | (27,854)                           | (7,075)                          | (4,303) | (39,232)                        |
| 1.00                          | Operations Supervisor I        | 28,689                             | 7,287                            | 4,326   | 40,302                          |
| 0.00                          | TOTAL CHANGE (ANNUALIZED)      | \$ 835                             | \$ 212                           | \$ 23   | \$ 1,070                        |

## 6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

| Permanent Positions,<br>Temporary, Overtime,<br>or Premium | Explanation of Change                     | C u r r e n t F Y                  |                                  |         |                                 |
|--|---|------------------------------------|----------------------------------|---------|---------------------------------|
|  |   | BASE PAY<br>Increase<br>(Decrease) | Increase<br>(Decrease)<br>Fringe | Ins.    | TOTAL<br>Increase<br>(Decrease) |
| Permanent  | Delete .17 OA II                          | ( 2,640)                           | ( 671)                           | ( 528)  | ( 3,839)                        |
| " "  | Add .17 OA III                            | 3,316                              | 842                              | 547     | 4,705                           |
| " "  | Delete .17 Program Development Specialist | ( 4,580)                           | (1,163)                          | ( 582)  | ( 6,325)                        |
| " "  | Add .17 Data Processing Tech.             | 3,904                              | 992                              | 563     | 5,459                           |
| " "  | Delete .78 Program Coordinator            | (21,771)                           | (5,530)                          | (3,364) | (30,664)                        |
| " "  | Add .78 Operations Super-visor I          | 21,947                             | 5,575                            | 3,369   | 30,890                          |
|  | Total                                     | \$ 176                             | \$ 45                            | \$ 5    | \$ 226                          |



# MULTNOMAH COUNTY OREGON

---

**BOARD OF COUNTY COMMISSIONERS**

GLADYS McCOY  
PAULINE ANDERSON  
GRETCHEN KAFOURY  
RICK BAUMAN  
SHARRON KELLEY

**DEPARTMENT OF GENERAL SERVICES**

PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934

**AT OTHER LOCATIONS:****OFFICE OF THE DIRECTOR**

|                   |                |
|-------------------|----------------|
| EMPLOYEE SERVICES | (503) 248-3303 |
| FINANCE           | (503) 248-5015 |
| LABOR RELATIONS   | (503) 248-3312 |
| PLANNING & BUDGET | (503) 248-5135 |

**ADMINISTRATIVE SERVICES**

|                       |                |
|-----------------------|----------------|
| ASSESSMENT & TAXATION | (503) 248-5111 |
| ELECTIONS             | (503) 248-3345 |
| INFORMATION SERVICES  | (503) 248-3720 |
|                       | (503) 248-3749 |

---

## M E M O R A N D U M

---

TO: Janet Jaron, Multnomah County Sheriff's Office  
Personnel Manager

FROM: Jerry Bittle, Personnel Analyst

DATE: January 17, 1990

SUBJECT: Reclassification of Mary A. Inglesby

---

Based on my conversation with Ms. Inglesby and her supervisor Mr. Piland, I am recommending that Ms. Inglesby's position be reclassified to that of Operations Supervisor 1.

The position has clearly grown, over time, to one that requires a supervisor rather than a coordinator.

If you require additional information please feel free to contact me at 248-5015.

9540F/JB/1b

## REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):
- a. Backup system administrator of the Wang computer (includes WPPLUS, OFFICE, PACE application and procedure writing). Duties to include assigning security access, location of programs and files, backing up system volumes, monitoring disk space, maintaining error logs and maintenance logs.
  - b. Backup trainer of word processing operators and outside of the unit users of the computer, to include operation of the Wang computer and Sony dictation network.
  - c. Supervisor during absence of unit manager. Duties to include prioritizing and assigning incoming jobs, answering inquiries, scheduling, submitting payroll, calling for service.
  - d. Write assigned unit procedures on equipment operation, personnel functions, backup documentation, etc.

Use the reverse side or attach additional sheets, if needed.

2. State the proposed classification title:

Office Assistant III

3. Is this a new position? ☐ YES ☒ NO

4. If this is an existing position, state the name of the incumbent:

one of the OATH's in the Word Processing Unit - full time

5. Proposed effective date of change: keep

Hiring Manager: Robert Shapiro

Date: 2/20/90

Dept/Div: Shirley's Office

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☒ Approved as submitted

☐ Approved for classification title

☐ Denied (for Reclassification Requests only)

Analyst Name: Gerald W. Bittle

Date: 3-13-90

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):

a.

b.

c.

d.

*See attached*

RECEIVED  
MAR 26 1990  
EMPLOYEE SERVICES

Use the reverse side or attach additional sheets, if needed.

2. State the proposed classification title:

Data Processing Technician

3. Is this a new position? ☐ YES ☒ NO

4. If this is an existing position, state the name of the incumbent:

Vacant Program Development Specialist

5. Proposed effective date of change: Immediately

Hiring Manager: Vacant Shipper / Joe Job

Date: 3/23/90 Dept/Div: Shipping Office

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☒ Approved as submitted  
☐ Approved for classification title

☐ Denied (for Reclassification Requests only)

Analyst Name Gerald W. Bittle Date 3-27-90

**DATE SUBMITTED** April 10, 1990

(For Clerk's Use)  
Meeting Date MAY 1 1990  
Agenda No. R-16

## REQUEST FOR PLACEMENT ON THE AGENDA

**Subject:** Ratification of Intergovernmental Agreement with  
U.S. Dept. of Agriculture-Forest Services.

Informal Only\* \_\_\_\_\_  
(Date)

**Formal Only** April 26, 1990  
(Date)

**DEPARTMENT** Sheriff's Office **DIVISION** Operations

**CONTACT** R. Showalter **TELEPHONE** ~~255-3600~~ 251-2441

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Robert Skipper, Sheriff

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Agreement with U.S. Department of Agriculture/Forest Service  
for Multnomah County Sheriff's Office (MCSO) to  
Enforce Federal/State laws and regulations in the National Forest.

5/2/90 originals to R. Showalter

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

**ACTION REQUESTED:**

☐ INFORMATION ONLY    ☐ PRELIMINARY APPROVAL    ☐ POLICY DIRECTION    ☒ ~~APPROVAL~~ RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA

**IMPACT:**

## PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

**Other** \_\_\_\_\_

**SIGNATURES:**

DEPARTMENT HEAD, ELECTED <sup>Sheriff</sup> OFFICIAL, or COUNTY COMMISSIONER: J. H. Hancock

**BUDGET / PERSONNEL** /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) *Pamela Ruff*

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

**NOTE: If requesting unanimous consent, state situation requiring emergency action on back.**

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 2-0141-0

Amendment # \_\_\_\_\_

| CLASS I   | CLASS II   | CLASS III   |
|---|--|---|
| <input type="checkbox"/> Professional Services under \$10,000 | <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption)<br><input type="checkbox"/> PCRB Contract<br><input type="checkbox"/> Maintenance Agreement<br><input type="checkbox"/> Licensing Agreement<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Grant<br><input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Intergovernmental Agreement<br><b>RATIFIED</b><br><b>Multnomah County Board of Commissioners</b><br>R-16      May 1, 1990 |

RETURN TO: R. SHOWALTER - 313/225  
 Contact Person Captain R. W. Miller Phone 251-2421 Date 04/04/90  
 Department Sheriff's Office Division Law Enforcement Bldg/Room 313/203  
 Description of Contract Enforce Federal/State laws and regulations in the National Forest.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_  
 ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name U.S. Dept. of Agriculture  
Forest Service  
 Mailing Address 2955 NW Division  
Gresham, OR 97030

Phone \_\_\_\_\_  
 Employer ID # or SS # \_\_\_\_\_  
 Effective Date May 24, 1990  
 Termination Date September 3, 1990 \*  
 Original Contract Amount \$ 21,000.00  
 Amount of Amendment \$ \_\_\_\_\_  
 Total Amount of Agreement \$ 21,000.00

Payment Term  
☐ Lump Sum \$ \_\_\_\_\_  
☐ Monthly \$ \_\_\_\_\_  
☐ Other \$ \_\_\_\_\_  
☐ Requirements contract - Requisition required.  
 Purchase Order No. \_\_\_\_\_  
☐ Requirements Not to Exceed \$ \_\_\_\_\_

\* Contract period May 24, 1990 to September 3, 1990 - FY 89-90

**REQUIRED SIGNATURES:**

Department Manager [Signature]  
 Purchasing Director \_\_\_\_\_  
 (Class II Contracts Only)  
 County Counsel Sandra Duff  
 County Chair/Sheriff \_\_\_\_\_

Date 04-18-90  
 Date \_\_\_\_\_  
 Date 4-23-90  
 Date \_\_\_\_\_

| VENDOR CODE |      |        |              | VENDOR NAME |          |             |         |            | TOTAL AMOUNT     |        | \$           |  |
|-------------|------|--------|--------------|-------------|----------|-------------|---------|------------|------------------|--------|--------------|--|
| LINE NO.    | FUND | AGENCY | ORGANIZATION | SUB ORG     | ACTIVITY | OBJECT Rev. | SUB OBJ | REPT CATEG | LGFS DESCRIPTION | AMOUNT | INC/ DEC IND |  |
| 01.         | 100  | 020    | 3301         |             |          | 2003        |         |            |                  |        |              |  |
| 02.         |      |        |              |             |          |             |         |            |                  |        |              |  |
| 03.         |      |        |              |             |          |             |         |            |                  |        |              |  |
|             |      |        |              |             |          |             |         |            |                  |        |              |  |

INSTRUCTIONS ON REVERSE SIDE

## ATTACHMENT VII

## MULTNOMAH COUNTY

## JOINT OPERATION AND FINANCIAL PLAN

1990

Reimbursable service request by the Forest Service, made and agreed to this 5<sup>th</sup>, day of ~~FEBRUARY~~, 1990, by and between the Service and the Multnomah County Sheriff, becomes a part of the agreement between said parties dated May 19, 1986.

1. Assignment of one Deputy Sheriff, fully equipped, with motor vehicle, to patrol National Forest lands within the Columbia Gorge Ranger District. The patrol will concentrate on National Forest picnic areas, campgrounds, vehicle parking areas, trailhead and other more dispersed recreation areas. suggested patrol routes are outlined in attachment A and B of this plan.

Patrol routes identified in attachments A and B are guidelines. Routes may be varied at the discretion of the cooperating Deputy in order to effectively deal with problems at other locations as problems develop.

Forest patrols will begin May 24, 1990 and end September 3, 1990. The tour of duty May 24, through September 3, will be 10 hours each day on Thursday, Friday, Saturday, and Sunday of each week, as well as national holidays on May 28, July 4 and September 3, 1990.

Each duty tour should begin between 10 A.M., and 2 P.M., however, daily work hours may be varied after mutual agreement between the Cooperators representative and the Services Contracting Officers Representative.

The Service requests the cooperating Deputy check in with the Columbia Gorge Ranger District at the beginning of each duty tour, in person, or by radio.

2. When requested by the Service, the Cooperator agrees to dispatch additional Deputies, as necessary, within manpower capabilities, to unforeseen, or emergency situations.

3. Cooperator personnel assigned to duties in items 1, and 2 above, will be state certified law enforcement officers, or category 1 reserve officers employed by and responsible to the Multnomah County Sheriff.

4. Cooperator agrees to provide for the enforcement of State of Oregon and other local laws and regulations, which relate to the protection of the recreating public and their property.

5. It is understood by both parties that there will be patrol related and other activities, which will impact the Cooperating Deputy's time and cause him to be away from the patrol route (court, reports, or responding to incidents off the National Forest). No adjustment to this plan will be required so long as the activities are held to a reasonable minimum.

6. Rate schedule for reimbursable service: for the service identified in item 1 above, the service agrees to reimburse the Cooperator at the rate of \$30.34 per hour for the period May 24, 1990 through June 30, 1990 and \$31.77 per hour for the period July 1, 1990 through September 3, 1990. Holiday overtime rates, which apply are as follows: May 28, 1990, \$41.58 per hour; July 4, 1990, \$43.53 per hour; and September 3, 1990, \$43.53 per hour. Total reimbursement for the service is \$20,019.59. (Final rates will be agreed to after binding arbitration on salary dispute is completed.)

For services identified in item 3 above, the service agrees to reimburse the Cooperator on an actual cost basis, which will include salaries, other payroll expenses, administration costs, and equipment use and supplies.

Total amount to be paid under the terms of this operating plan cannot exceed \$21,000.

7. Itemized billings for reimbursement will be furnished at the end of each county accounting period, along with a certification the services have been performed.

The Cooperator agrees to furnish copies of the Deputy's daily activity log sheets, which will contain sufficient information for an understanding of the Deputy's activities and the time periods covered. The Cooperator also agrees to complete a Cooperative Law Enforcement Activity Report (form 5300-5) at the end of each month. A supply of the required form will be provided to the Cooperator by the Service.



Itemized billings, copies of the Deputy's daily log sheets and completed form 5300-5 will be sent to the Forest Supervisor, Mt. Hood National Forest, 2955 N.W. Division, Gresham, Oregon 97030.

8. It is agreed that search and rescue within the Columbia Gorge Ranger District is the responsibility of the Multnomah County Sheriff. It is also agreed that the role of the Deputy assigned to the duties described in item 1 above, is to take initial action on search and rescue incidents and to coordinate subsequent (short-term) activities.

9. The Service will furnish one radio for the use of the Deputy identified in item one. The Cooperator will service and maintain the radio to insure it is in good working order. The Service will retain ownership of the radio. The following described radio has been provided to the Cooperator:

One 16 channel Phoenix mobile radio serial number 4420825

10. Designated representatives: The following persons are designated by the Service to make, or receive requests for service under this agreement.

Mike Powers, Special Agent, Contracting Officers Representative, Mt. Hood National Forest, Office 666-0700, Home 655-2629.

Gordon Schmidt, Fire Staff Officer, Mt. Hood National Forest, Office 666-0759, Home 667-8836.

Carla Jones, Special Agent, Mt. Hood National Forest, office 666-0721.

The Forest Supervisors Fire Management 24 hour emergency telephone answering service, 667-6410, is available for use in emergencies.

The following persons are designated as contact persons or inspectors:

Mickey Lehn, Law Enforcement Officer, office 695-2276.

Dewey Tate, Fire Management Officer, office 695-2276.

The following persons are designated by the Cooperator to make, or receive requests for service under this agreement.

Chief Randy Amundson, Multnomah County, Office 255-3600.

Captain Richard Miller, Multnomah County, Office 255-3600.

, Patrol Deputy, Multnomah County, Office 255-3600.

201410

JOINT OPERATING AND FINANCIAL PLAN

Plan Approval

FOREST SERVICE

By David J. Mohler  
Forest Supervisor

Date 2/5/90

COOPERATOR

By \_\_\_\_\_  
Sheriff

Date \_\_\_\_\_

By Gladys McCarty  
Multnomah Co. Executive

Date 5/1/90

Approved as to Form:

By Standra Duff  
County Counsel for  
Multnomah Co., Ore

Date 4-23-90

**RATIFIED**

**Multnomah County Board  
of Commissioners**

May 1, 1990

## ATTACHMENT A

Patrol route A----to be patrolled daily.

The Scenic Highway to Eagle Creek, Larch Mountain area, and the Camp A Loop with special attention paid to the following:

1. Wahkeena Falls, trailhead and picnic area.
2. Multnomah Falls, vistas and parking areas.
3. Oneonta Trailhead, parking area.
4. Horsetail Falls Trailhead, parking area.
5. Nesmith Trailhead, parking area.
6. Tanner Creek Road, parked vehicles.
7. Eagle Creek Trailhead, picnic area and overnight area.
8. Overlook, adjacent camping and parking areas.
9. Larch Mountain, parking areas, Camp A Loop and picnic areas.

201410

ATTACHMENT B

Patrol route B--secondary route to be patrolled once each week.

Route includes dispersed recreation locations along the Bonneville powerline right-of-way road from Larch Mountain to Gordon Creek road.

Meeting Date: MAY 1 1990

Agenda No.: R-17  
(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: NOTICE OF INTENT/ Gresham/Multnomah County Response to request for  
proposal for State of Oregon Regional Hazardous Materials Emergency  
BCC Informal Response Team. 5-1-90 BCC Formal 5-3-90  
(date) (date)

DEPARTMENT Sheriff's Office DIVISION Law Enforcement

CONTACT Randy Amundson/Chuck Fessler TELEPHONE 255-3600

PERSON(S) MAKING PRESENTATION Randy Amundson/Chuck Fessler

5/2/90 copies of annotated & Notice of Intent sent  
to Malquist & Amundson  
ACTION REQUESTED

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: X

BRIEF SUMMARY: (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

The Sheriff's Office wishes to join the City of Gresham Fire Department in responding to the State of Oregon's request for proposals to develop a Regional Hazardous Materials Emergency Response Team. This would in essence be a expansion of what we are currently doing. However, under this proposal the State of Oregon would reimburse us for personnel costs as well as relieving us of the legal time and expense in attempting to recover from the party responsible for the Hazard.

BOOKLET ON FILE AT THE SHERIFF'S OFFICE: CONTACT COMMANDER CHUCK FESSLER  
BOOKLET ALSO ON FILE IN CLERK'S OFFICE

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Robert G. Schipperd  
or  
DEPARTMENT MANAGER Sheriff

(All accompanying documents must have required signatures)

PERSONNEL DETAIL

(Use appropriate County  
classification with yearly  
costs.)

FULL TIME

FRINGE

TOTAL

NA

EXPLAIN MATERIALS AND SERVICES AND CAPITAL EXPENDITURES WITH  
TOTAL DOLLAR AMOUNTS

NA

COMMENTS

GRANT MANAGER

BUDGET DIVISION

X Robert G. Striggen 4-16-90  
Signature Date  
SHERIFF

FINANCE DIVISION

NA

\_\_\_\_\_  
Signature Date

PERSONNEL DIVISION

NA

\_\_\_\_\_  
Signature Date

DEPARTMENT DIRECTOR

NA

\_\_\_\_\_  
Signature Date

Robert G. Striggen 4/16/90  
Signature Date

DATE: 4/13/90

TO: BOARD OF COUNTY COMMISSIONERS

DEPARTMENT AND CONTACT PERSON: Multnomah County Sheriff's Office  
Randy Amundson/Chuck Fessler

GRANTOR AGENCY: State of Oregon

BEGINNING DATE OF GRANT:

PROJECT TITLE: Regional Hazardous Materials Emergency Response Team

PROJECT DESCRIPTION/GOALS:

The Sheriff's Office wishes to join the City of Gresham Fire Department in responding to the State of Oregon's request for proposals to develop a Regional Hazardous Materials Emergency Response Team. This would in essence be an expansion of what we are currently doing. However, under this proposal the State of Oregon would reimburse us for personnel costs as well as relieving us of the legal time and expense in attempting to recover from the party responsible for the Hazard.

BOOKLET ON FILE AT THE SHERIFF'S OFFICE: CONTACT COMMANDER CHUCK FESSLER

BOOKLET ALSO ON FILE IN CLERK'S OFFICE.

|                           |               | Direct/Indirect |   |
|---------------------------|---------------|-----------------|---|
| PROJECT ESTIMATED BUDGET: | FEDERAL SHARE | \$ /            | % |
|                           | STATE SHARE   | \$ /            | % |
|                           | LOCAL SHARE   | \$ /            | % |
|                           | TOTAL         | \$ NA / NA      | % |

EXPLANATION OF LOCAL SHARE: (explain indirect costs, hard-match, in-kind, etc.)

NA

SPECIFY REPORTING AND/OR BILLING REQUIREMENTS OF GRANTOR AND WHO REPORTS:  
FINANCE \_\_\_\_\_ DEPARTMENT X IF DEPT. REPORTS, INDICATE REASONS

Some information will be accessible by the Department only.

GRANT DURATION AND FUTURE RATIO: (INDICATE AMOUNT OF COUNTY MATCH PER YEAR)

*Reggie D. Linder*

ADVANCE REQUESTED \_\_\_\_\_ YES NA NO, IF NOT INDICATE REASON.

**GRESHAM/MULTNOMAH COUNTY**  
**RESPONSE TO REQUEST FOR PROPOSAL**  
**FOR**  
**STATE OF OREGON**  
**REGIONAL HAZARDOUS MATERIALS**  
**EMERGENCY RESPONSE TEAM**





## CITY OF GRESHAM

Fire Department  
1333 N.W. Eastman Parkway  
Gresham, Oregon 97030-3825  
(503) 661-3000

Ramey Stroud, Division Chief  
Division of Planning  
3000 Market Street N.E. #534  
Salem, Oregon 97310

January 31, 1990

Dear Mr. Stroud,

I take pleasure in presenting you, on behalf of the City of Gresham and Multnomah County, our response to the Request for Proposal for Regional Hazardous Materials Response Team. I believe we have addressed all relevant issues and concerns in the response.

As much as the RFP was developed as a concept document so is our response. We leave open the opportunity to negotiate specific provisions of the program to our mutual interests.

I look forward to our future discussions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Parrott", is written over the typed name.

Joe Parrott, Fire Chief  
Gresham Fire Department

## **INDEX**

### **PAGE**

#### **Overview**

#### **Part 1 General Contract Information**

|            |                                  |          |
|------------|----------------------------------|----------|
| <b>1.0</b> | <b>Proposal Type</b>             | <b>1</b> |
| <b>1.1</b> | <b>Contract Period</b>           |          |
| <b>1.2</b> | <b>Special Items of Interest</b> |          |

#### **Part 2 Standard Contract Terms and Conditions**

|               |   |          |
|---------------|---|----------|
| <b>2.0</b>    | <b>Definition of Terms</b>                            | <b>1</b> |
| <b>2.1</b>    | <b>Contractor Status</b>                              |          |
| <b>2.2</b>    | <b>Retirement System Status</b>                       |          |
| <b>2.3</b>    | <b>Assignments/Subcontracts</b>                       |          |
| <b>2.4</b>    | <b>Successors in Interest</b>                         |          |
| <b>2.5</b>    | <b>Compliance With All Government Regulations</b>     |          |
| <b>2.6</b>    | <b>Attorney Fees</b>                                  |          |
| <b>2.7</b>    | <b>Force Majeure</b>                                  |          |
| <b>2.8</b>    | <b>Hold Harmless</b>                                  |          |
| <b>2.9</b>    | <b>Investigation of References and Qualifications</b> |          |
| <b>2.10</b>   | <b>Prior Acceptance of Defective Proposals</b>        |          |
| <b>2.11</b>   | <b>Severability</b>                                   |          |
| <b>2.12</b>   | <b>Access to Records</b>                              |          |
| <b>2.13</b>   | <b>Amendments</b>                                     |          |
| <b>2.14</b>   | <b>Payment of Contractor's Obligations</b>            |          |
| <b>2.15</b>   | <b>Nondiscrimination</b>                              |          |
| <b>2.16</b>   | <b>Dual Payment</b>                                   |          |
| <b>2.17</b>   | <b>Payment for Medical Care</b>                       |          |
| <b>2.18</b>   | <b>Insurance Coverages</b>                            | <b>2</b> |
| <b>2.18.1</b> | <b>Worker Compensation</b>                            |          |
| <b>2.18.2</b> | <b>Comprehensive or General Liability</b>             |          |

**RFP INDEX, Con't.**

**PAGE**

|                |  |          |
|----------------|--|----------|
| <b>2.18.3</b>  | <b>Automobile Liability</b>  | <b>2</b> |
| <b>2.18.4</b>  | <b>Tail Coverage:</b>  |          |
| <b>2.18.5</b>  | <b>Additional Insured</b>  |          |
| <b>2.18.6</b>  | <b>Notice of Cancellation or Change</b>                              |          |
| <b>2.18.7</b>  | <b>Certificate(s) of Insurance</b>                                   |          |
| <b>2.18.8</b>  | <b>Long-Term Disability Insurance</b>                                |          |
| <b>2.18.9</b>  | <b>Term Life Insurance</b>   |          |
| <b>2.18.10</b> | <b>Review of Insurance Coverages:</b>                                |          |
| <b>2.19</b>    | <b>Remedies</b>  |          |
| <b>2.20</b>    | <b>Termination</b>   |          |
| <b>2.21</b>    | <b>Standard and Special Conditions</b>                               |          |
| <br>           |  |          |
| <b>Part 3</b>  | <b>Special Terms and Conditions/Proposal Submission Requirements</b> |          |
| <b>3.0</b>     | <b>Legal Sufficiency</b>   | <b>2</b> |
| <b>3.1</b>     | <b>Proposal Format</b>   |          |
| <b>3.2</b>     | <b>Conformance With Proposal Requirements</b>                        |          |
| <b>3.3</b>     | <b>Substantially Equivalent Services</b>                             |          |
| <b>3.4</b>     | <b>Signature on Proposals</b>  |          |
| <b>3.5</b>     | <b>Proposal Modifications</b>  |          |
| <b>3.6</b>     | <b>Proposal Withdrawals</b>  |          |
| <b>3.7</b>     | <b>Protest of Proposal Specifications</b>                            |          |
| <b>3.8</b>     | <b>Proposal Submissions</b>  |          |
| <b>3.9</b>     | <b>Proposal Considerations</b>                                       |          |
| <b>3.10</b>    | <b>Proposal Evaluation and Award</b>                                 |          |
| <b>3.11</b>    | <b>Proposal Results</b>  |          |
| <b>3.12</b>    | <b>Proposed Business Plan</b>  |          |
| <b>3.12.1</b>  | <b>Recommended Plans and Procedures</b>                              |          |
| <b>3.12.2</b>  | <b>Changes</b>   |          |
| <b>3.12.3</b>  | <b>Administrative Rules</b>  |          |
| <b>3.13</b>    | <b>Subsequent Negotiations</b>                                       |          |
| <b>3.14</b>    | <b>Contractor Compensation</b>                                       |          |
| <b>3.14.1</b>  | <b>Use of State Owned Equipment</b>                                  |          |
| <b>3.14.2</b>  | <b>Specialized Training and Certification</b>                        |          |

## RFP INDEX, Con't.

|  | PAGE       |
|--|------------|
| 3.14.3 Compensation for Personnel Expense                            | 2          |
| 3.14.4 Reimbursement for Use of Locally Owned Vehicles and Equipment |            |
| 3.14.5 Out-of-Pocket Expense   |            |
| 3.15 Where No Responsible Party Can Be Identified                    | 3          |
| 3.15.1 Billing for Local Response                                    |            |
| 3.15.2 Prior Approval  |            |
| 3.15.3 Good Faith  |            |
| 3.16 Statement of Work   | 4          |
| 3.16.1 Proposed Team Format  |            |
| 3.17 Vehicles and Equipment  |            |
| 3.17.1 Team Locations  |            |
| 3.17.2 Maintenance   |            |
| 3.17.3 Dispatch Method   |            |
| 3.17.4 Locally Owned Equipment                                       |            |
| 3.18 Available Date  | 5          |
| Comments on Proposed Business Plan                                   | 5          |
| Haz Mat Team Standard Operating Procedures                           | Appendix A |
| Map of Proposed Haz Mat Team Region                                  | Appendix B |
| Local Government Qualifications Statement                            | Appendix C |
| Equipment List   | Appendix D |
| Resume' Information on Team Members                                  | Appendix E |

RESPONSE TO REQUEST FOR PROPOSAL  
REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM

This proposal is submitted jointly by the City of Gresham and Multnomah County (Contractors). Contractors have jointly operated a regional response team since September, 1984 and wish to continue to do so under the Oregon funded emergency response system.

PART 1

Contractors are operating under the terms of an intergovernmental agreement which defines roles, responsibilities and financial obligations of the two parties. While certain modifications to the existing agreement may be necessary if awarded a state contract contractors will continue to operate as an intergovernmental team.

The contract period as stated in the RFP of "upon award of contract, through June 31, 1991" is acceptable. Agreement renewal on a biennial basis is also acceptable.

PART 2

Gresham/Multnomah County propose to operate a "HAZ-MAT Team". This team will provide a full-range of hazardous materials emergency assessment and intervention.

All the provisions of RFP sections 2.1 through 2.17 except section 2.6 are acceptable.

Section 2.6 - There are three kinds of payments that will be made under this contract: a) Contractors payment to employees for salaries, medical expenses and workers' compensation; b) compensation to us as the contractor; and c) payment to the State by the person responsible for the emergency.

The State potentially could bring suit for the first or third scenario; Contractors would bring suit for payment under the second scenario, but not the other two. If the State brings suit to collect from the party responsible for the emergency and prevails, the responsible party, not us as the contractor, should pay the attorney fees.

We propose this section be reworded to say:

"In the event a lawsuit of any kind is instituted on behalf of State to collect any payment of any kind under this contract, such additional sums as the court may adjudge for reasonable attorney fees plus all costs and disbursements at trial and any appeal will be paid to the prevailing party by the losing party."

## Section 2.18

2.18.1 - Each agency will provide for workers compensation coverage for all their employees.

2.18.2 through 2.18.7 - In the State's January 16, 1990 response to a letter by Chief Duke Groff State said that "if the team will never operate under local government authority and is using only State provided vehicles and equipment, then the State will provide all comprehensive and general liability protections for team operations...". Since it is Contractors intent that all responses by the Team will be subject to State reimbursement, and therefore under State authority, Contractors will not purchase insurance coverage but will rely on State liability protection as described above. This includes vehicle coverage since Contractor will operate a State provided vehicle.

2.18.8 and 2.18.9 - The level of benefits received by represented employees of Gresham and Multnomah County are mandatory subjects of bargaining. Contractors can not grant additional benefits to some or all represented employees absent a collective bargaining process. Therefore it would be inappropriate, if not unlawful for Contractors to propose to offer either the long-term disability coverage or term life insurance required by the State's RFP.

All provisions of RFP sections 2.19 through 2.21 are acceptable to Contractors.

## PART 3

RFP sections 3.1 through 3.13 are acceptable to or require no response from Contractors.

Section 3.14.3 - Reimbursement for personnel expense shall be as per the following schedule:

|   |              |
|---|--------------|
| Team Leader                             | \$42.00/hour |
| Apparatus Operator/<br>Entry Technician | \$42.00/hour |
| Support Personnel                       | \$20.00/hour |

Section 3.14.4 - Reimbursement for locally owned vehicles shall be as follows. This proposal assumes that the State will provide the primary Haz Mat Response Vehicle and that Contractors will provide a support vehicle primarily used for transport of additional personnel and equipment.

|                 |                               |
|-----------------|-------------------------------|
| Support Vehicle | \$50/hour plus \$.25 per mile |
|-----------------|-------------------------------|

This proposal assumes the State will provide all necessary equipment. Replacement of equipment which has become obsolete or unserviceable will be an expense to the State.

Section 3.14.5 - Out-of-pocket expenses shall be charged based on replacement cost of materials and supplies used on an incident. Costs for repairs to equipment or replacement of equipment destroyed during an incident shall also be charged based on actual cost of repair or replacement.

Annual Maintenance Charge - It is very difficult to predict, with any reasonable degree of certainty, the number and type of responses to be experienced by the team during a year. Consequently setting an hourly rate that accurately covers the true costs involved with maintaining a Haz Mat Team is extremely difficult. Therefore Contractors propose the State provide an annual Haz Mat Team maintenance allotment which will cover the cost required to maintain a team in readiness. The hourly rates above reflect only those costs directly associated with a response.

The costs Contractors propose be paid by the State regardless of response are as follows:

|                                    |          |
|------------------------------------|----------|
| Equipment Repair and Maintenance   | \$1,000  |
| Apparatus Repair and Maintenance   | \$2,800  |
| Training (Maintenance Level)       | \$5,000  |
| Medical Exams                      | \$4,000  |
| Communications Systems             | \$ 800   |
| Overhead (Facilities, Admin, etc.) | \$2,720  |
| TOTAL                              | \$16,320 |

This amount would be paid to Contractors at the beginning of each fiscal year.

Section 3.15 - All provisions of this section are acceptable to Contractors except:

3.15.1 - The area served by Gresham/Multnomah Co. which would be considered "within Contractor's local jurisdiction" includes all of Multnomah County except the city limits of the City of Portland. Based on past experience, the majority of responses by the Haz Mat Team will be within this area. Consequently few of Contractors responses would be reimbursable under the terms of this section.

Contractors propose that all responses by the Haz Mat Team be billed to the State regardless of the incident's location. The State may in turn bill identified responsible parties as per its own procedures.

3.15.2 - Contractors feel strongly that "standing orders" pre-authorizing response are critical to providing timely service in an emergency. Contractors propose the following Standing Order for Emergency Response:

Gresham/Multnomah Co Haz Mat Team may respond without prior State approval to any hazardous materials incident, or suspected hazardous materials incident which involves the unauthorized release or imminent release of a dangerous material. Determination of the need for an immediate response will be at the discretion of the Gresham/Multnomah Co. Haz Mat Team Leader. The Haz Mat Team will make every effort to contact State during the response to the emergency to give notice of the decision to respond.

Section 3.16 - Contractors propose to operate a Haz Mat Team encompassing the functions of both a SCAT and HIRT as described by the RFP. The level of response provided will be at the discretion of the Haz Mat Team Leader based on the circumstances of the incident.

Included with this proposal (Appendix A) are the existing Standard Operating Procedures currently in use by the Gresham/Multnomah Co. Haz Mat Team. Except as modified by a subsequent agreement between Gresham/Multnomah Co. and State these will continue to apply to the Haz Mat Team's operations.

Section 3.17 - Specific details of this section are discussed below.

3.17.1 - Team staffing will be provided through a combination of "on-shift" and call-back personnel. All team personnel live and work within a 20 minute radius of the Haz Mat Team vehicle's base facility. The vehicle is and will be housed at the Gresham City Hall located at 1333 NW Eastman Parkway in Gresham.

In Appendix B is a regional map showing the proposed response area for the Gresham/Multnomah Co. Haz Mat Team.

3.17.2 - Maintenance for the Response Vehicle will be provided by the Gresham Fire Department Fleet Maintenance Division. Cost of maintenance is included in the annual expense charge described in section 3.14. Equipment repair and maintenance will be performed by authorized and trained sources as appropriate. Cost of equipment repair and maintenance is also discussed in section 3.14.

3.17.3 - The Haz Mat Team is currently dispatched by the Portland Fire Bureau's Fire Alarm Dispatch (FAD). All team members carry pagers which are activated by FAD when a response is needed.

Because of the call-back nature of the Team's staffing the average time from initial call to response is 20 minutes.



In Appendix E are the names, training and experience details of current team members. Contractors reserve the right to modify this list at its discretion.

3.17.4 - Contractors propose that the State provide all vehicles and equipment required by this RFP. Existing locally owned equipment will be used, as available, to replace out of service equipment while it is being repaired.

Contractors would like to discuss the type of vehicle to be provided by the State to explore options that may provided a more serviceable vehicle for the Haz Mat Teams specific needs.

Section 3.18 - Since the Gresham/Multnomah Co. Haz Mat Team is currently in operation it will be available for service under this proposal as soon as contracts are approved and the State provides the vehicle and equipment proposed. |||

#### COMMENTS ON SPECIFIC ELEMENTS OF THE PROPOSED BUSINESS PLAN

Unless otherwise discussed in the following sections, the Regional Hazardous Materials Emergency Response Proposed Business Plan is agreeable and appropriate to Contractors.

1.1.2 - The nature and volume of work required to provide pre-planning service to the region proposed by Contractors is outside of our current capability. To do pre-planning in conformance to the various state and Federal requirements would necessitate Contractors providing additional staff and resources.

Unless the State is willing to cover all costs associated with this pre-planning activity Contractors propose to not perform target hazard pre-planning.

Contractors do expect that jurisdictions responsible for pre-planning within the proposed response region will provide the Gresham/Multnomah Co. Haz Mat Team with copies of pre-plans they develop.

1.1.4 - Team coordination details can be found in the Standard Operating Procedures in Appendix A. Under these procedures, the Haz Mat Team Leader does not assume command of an incident. That is a function of the senior official of the local jurisdiction and must remain so. The Haz Mat Team leader will assume an Operations role under the ICS system.

1.1.5 - A representative of the Haz Mat Team will attend those local and regional meetings addressing haz mat issues

as appropriate. Contractors currently hold at least one and usually two meetings/training sessions for the Haz Mat team and would continue to do so.

1.5.2 - Planning for future resource needs is a normal management function. Contractors will continue this and as appropriate will involve State officials in discussion and decision making activities.

1.6.2 and 1.6.3 - The Gresham/Multnomah Co. Haz Mat Team routinely conducts after incident critiques. These sessions are valuable in adjusting response procedures to meet changing needs and identifying ways to improve its response capability. Contractors would welcome the involvement of appropriate State officials in this process.

2.1 - Personnel evaluations are currently conducted for both Gresham and Multnomah County employees by their respective agencies. These are conducted using standard systems and are confidential between the employee and their agency. Contractors propose no change in this system.

As to other records keeping and team evaluation functions, Contractors would first need to understand the specific interests of the State. It is unclear which records are to be kept or to what standard the State would like to evaluate the Haz Mat Team. The State is welcome to conduct periodic inspections of the Haz Mat Team at any reasonable time.

2.4 - The Gresham/Multnomah Co. Haz Mat Team currently abides by Federal OSHA and Oregon OSHA regulations pertaining to hazardous materials response teams. All team members are medically evaluated annually at the minimum. Contractors propose no change to this current practice.

2.5 - State's proposal for dispute resolution is acceptable.

6.1 - Vehicle maintenance will be provided by the Gresham Fire Department Fleet Maintenance Division. This division currently performs maintenance and repair for all Gresham Fire Department and Police Department vehicles as well as the existing Gresham/Multnomah Co. Haz Mat vehicle.

The Fleet Maintenance Division conducts preventative maintenance on all vehicles on a periodic basis depending on mileage driven and time. In no case would a vehicle be serviced at greater intervals than 3 months. The shop is well equipped and personnel are well trained to handle most repairs although major work and work requiring specialized equipment is contracted out.

Contractors propose that all preventative maintenance and all repair work not exceeding \$500.00 per repair are included in the annual team maintenance charge. Repairs exceeding \$500 will be billed separately to the State.

Equipment maintenance will be performed by team members and other in-house technicians as much as possible. However certain equipment will require service provided by outside sources.

Contractors propose that all preventative maintenance and all repair work to equipment are included in the annual team maintenance charge. When equipment is no longer repairable and requires replacement that cost will be covered by the State. The Haz Mat Team Leader or Safety Officer will have final authority on equipment servcibility and need for repair or replacement.

7.0 - As discussed earlier in this proposal Contractors will not perform site planning activities. Contractors will continue to maintain files of pre-plans developed by local jurisdictions within our region, utility system drawings, road maps and other informational resources necessary.

7.4 - Team staffing, dispatch, assembly and response specifics can be found in the Haz Mat Team Standard Operating Procedures located in Appendix A.

7.6 - Contractors propose to operate a Haz Mat Team, essentially a combination of both SCAT and HIRT functions. As such all equipment and other resources will be carried to all incidents warranting a team response.

The size and geographic nature of the region Contractors propose to operate within does suggest the need for alternate delivery systems. Severe weather conditions within the Columbia River Gorge may prevent a ground transported response. Also, the need for rapid delivery of intervention capability to the more distant points of the region point to the need for alternatives.

Contractors propose to discuss further the concept of having an air transportable equipment and supply cache provided by the State, maintained by Contractors that could be quickly loaded onto a helicopter or cargo airplane for transport to an incident.

7.9 - In all cases the Haz Mat Team Leader will be responsible for gathering information about an incident. The actual activities to accomplish this may be delegated to other team members.

Contractors propose to conduct initial on-scene investigations to determine the cause of the incident, persons responsible, and any other readily available information that may help the State in its cost recovery process and for preparing the State's reports required from the Team. The State will be responsible for any after incident follow-up activities it chooses to conduct.

The Haz Mat Team Leader will be responsible for gathering all cost information and preparing the billing report to the State.

## **APPENDIX A**

### **HAZ MAT TEAM STANDARD OPERATING PROCEDURES**

MULTNOMAH COUNTY/CITY OF GRESHAM  
HAZARDOUS MATERIALS GUIDELINES  
HAZARDOUS MATERIALS RESPONSE TEAM

TABLE OF CONTENTS

- I. GENERAL
  - A. Purpose
  - B. Legal Authority
  - C. Definitions
  - D. Policy Statements
- II. LEVELS OF ACTIVITY
  - A. Level I
  - B. Level II
  - C. Level III
- III. ACTIVATION
  - A. Activation Procedure
- IV. COMMUNICATIONS
  - A. Internal
  - B. Inter-agency
- V. DOCUMENTATION
  - A. Procedures
  - B. Demobilization

VI. SCENE CONTROL GUIDELINES

- A. Purpose
- B. Mapping
- C. Incident Control Zones
- D. Incident Control Zone Map

VII. ON SITE CHECKLISTS FOR ACTIVITY LEVELS (TEAM ROLLS)

- A. Level I
- B. Level II
- C. Level III
- D. Response Team Organizational Chart
- E. Hazardous Materials Incident Command

VIII. EVACUATION GUIDELINES

- A. Initial
- B. Sheltering in Place

IX. TACTICAL GUIDELINES

- A. Basic Guidelines
- B. Team Safety
- C. Containment and Stabilization
- D. On Site Team Leader Checklist
- E. On Site Safety Officer Checklist
- F. On Site Decon Officer Checklist
- G. Emergency Medical Treatment

- X. DECONTAMINATION
  - A. General Information
  - B. Field Operations
  - C. Decontamination Sections
  - D. Decontamination Solutions
- XI. PUTTING EQUIPMENT BACK INTO SERVICE
- XII. HAZARDOUS MATERIALS TEAM MEMBER JOB DESCRIPTIONS
- XIII. HAZARDOUS MATERIALS TEAM MEMBER MEDICAL SURVEILLANCE
- XIV. TRAINING
  - A. Minimum Requirements
  - B. Haz Tech I Certification
  - C. Haz Tech II Certification
  - D. Haz Mat Team Performance Standards
  - E. Haz Tech III Certification
  - F. Hazardous Materials Supervisor Certification
- XV. APPENDIX
  - A. Haz Mat Team Report
  - B. Emergency Hand Signal Diagram
  - C. Chemical Protective Clothing Selection Guide
  - D. Donning Procedure - Personal Protective Equipment



# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. I

Subject: Purpose

Revised:

Effective:

## A. PURPOSE

This emergency guideline has been developed to establish an operational guideline for the Hazardous Materials Team Unit (HM-50) in response to hazardous materials incidents.

## SOURCES

Standards developed and established by the U.S. Coast Guard, National Fire Academy, National Fire Protection Agency, U.S. Environmental Protection Agency and other nationally recognized sources were used in the development of the following Standard Operating Procedures. It is the intention of these procedures to conform with all applicable local, state and federal regulations.

## ACCEPTED TECHNOLOGY/PRACTICES

These procedures are intended to address accepted technology and methodology. It is intended that these guidelines be consistent and up to date with accepted practices, but realizing rapid changes taking place in hazardous materials response, this may not always be possible.

## COMPLEXITY

Hazardous materials incidents are complex and vary greatly. This complexity and variety make it impossible to address them in anything but general steps necessary to mitigate the incident. Command and operations personnel will need to evaluate the circumstances surrounding individual incidents and formulate any additional or contrary action plans.

These procedures and guidelines are not intended to prevent an open-minded and flexible approach to a hazardous materials incident.

### 3. LEGAL AUTHORITY

Uniform Fire Code: UFC Article 2, Section 2.101

#### Code of Federal Regulations:

|              |   |
|--------------|---|
| 29CFR1910    | OSHA rules for emergency responders to hazardous materials. |
| 40CFR261-262 | EPA-Generators and Generator Requirements                   |
| 49CFR100-199 | Dept. of Transportation - Transportation                    |

#### Oregon Revised Statutes:

|             |  |
|-------------|--|
| ORS 437     | Adoption of OSHA 29CFR1910   |
| ORS 476.030 | SFMO Adoption of Uniform Fire Code   |
| ORS 756.160 | Enforcement of Statutes & Ordinances Relating to Utilities and Carriers                  |
| ORS 767.445 | General authority to prescribe and enforce rules and classification                      |
| ORS 767.455 | Safety regulations relating to drivers or operators: Uniformity with federal regulations |
| ORS 767.457 | Standards for safe transportation of hazardous wastes and substances                     |

#### Oregon Administrative Rules:

|                |                               |
|----------------|-------------------------------|
| OAR 837-40-010 | Adoption of Uniform Fire Code |
|----------------|-------------------------------|

#### Multnomah County Ordinances:

|                        |                                       |
|------------------------|---------------------------------------|
| Executive Order No. 97 | Establishment of Emergency Management |
|------------------------|---------------------------------------|

#### Multnomah County Administrative Rules:

|   |
|---|
| Multnomah County Emergency Management and Operations Plan |
|---|

#### Gresham City Ordinance:

|                |
|----------------|
| Ordinance 1055 |
|----------------|

|                                       |
|---------------------------------------|
| Establishment of Emergency Management |
|---------------------------------------|

#### Gresham City Code:

|                   |
|-------------------|
| Section 5.100-120 |
|-------------------|

|  |
|--|
| Adoption of Uniform Fire Code                    |
| Gresham Emergency Management and Operations Plan |

#### Intergovernmental Agreements:

|   |
|---|
| Multnomah County and City of Gresham Intergovernmental Agreement                |
| Multnomah County, City of Gresham and City of Salem Intergovernmental Agreement |

### C. DEFINITIONS

1. The Hazardous Materials Response Team consists of specially trained and equipped personnel from Multnomah County and the City of Gresham functioning as a single unit. The team responds on a 24-hour call-out basis through Fire Alarm Dispatch.

2. The Hazardous Materials Response Unit is a combination of two types of vehicles. One vehicle, a 26-foot motorhome, is owned by Multnomah County and operated and maintained by the City of Gresham Fire Department in accordance with an intergovernmental agreement between Multnomah County and the City of Gresham. The other vehicle(s) are 3/4 ton vans owned and operated by Multnomah County Sheriff's Office and are typically used by the PUC officers assigned to the team.
3. Response is defined as any action taken by a member of the Hazardous Materials Response Unit whether by phone or in person to a hazardous materials incident.
4. Incident Control Zones are a series of three zones or boundaries designated as 1) Exclusion or Hot Zone, 2) Contamination Reduction Zone or Warm Zone, and 3) Clean Zone or Cold Zone. These zones are designed to enable responding agencies to effectively reduce the spread of chemical contamination, control access to areas of risk, determine evacuation needs and maintain overall incident control. For further information see Section VI.
5. Personal Protective Equipment Levels
  - a. Level A - To be selected when the greatest level of skin, respiratory, and eye protection is required. The following constitute Level A equipment; it may be used as appropriate:
    1. Positive pressure, full face-piece self-contained breathing apparatus (SCBA), or positive pressure supplied air respirator with escape SCBA, approved by the National Institute for Occupational Safety and Health (NIOSH).
    2. Totally-encapsulating chemical-protective suit.
    3. Coveralls.<sup>1</sup>
    4. Long underwear.<sup>1</sup>
    5. Gloves, outer, chemical-resistant.
    6. Gloves, inner, chemical-resistant.
    7. Boots, chemical-resistant, steel toe and shank.
    8. Hard hat (under suit).<sup>1</sup>
    9. Disposable protective suit, gloves and boots (depending on suit construction, may be worn over totally-encapsulating suit).

<sup>1</sup>Optional, as applicable.

b. Level B - The highest level of respiratory protection is necessary but a lesser level of skin protection is needed. The following constitute Level B equipment; it may be used as appropriate:

1. Positive pressure, full-facepiece self-contained breathing apparatus (SCBA), or positive pressure supplied air respirator with escape SCBA (NIOSH approved).
2. Hooded chemical-resistant clothing (overalls and long-sleeved jacket; coveralls; one or two-piece chemical-splash suit; disposable chemical-resistant overalls).
3. Coveralls.<sup>1</sup>
4. Gloves, outer, chemical-resistant.
5. Gloves, inner, chemical-resistant.
6. Boots, outer, chemical-resistant steel toe and shank.
7. Boot-covers, outer, chemical-resistant (disposable).<sup>1</sup>
8. Hard hat.<sup>1</sup>
9. [Reserved
10. Face shield.<sup>1</sup>

c. Level C - The concentration(s) and type(s) of airborne substance(s) is known and the criteria for using air purifying respirators are met. The following constitute Level C equipment; it may be used as appropriate:

1. Full-face or half-mask, air purifying respirators (NIOSH approved).
2. Hooded chemical-resistant clothing (overalls; two-piece chemical-splash suit; disposable chemical-resistant overalls).
3. Coveralls.<sup>1</sup>
4. Gloves, outer, chemical-resistant.
5. Gloves, inner, chemical-resistant.
6. Boots (outer), chemical-resistant steel toe and shank.<sup>1</sup>

<sup>1</sup>Optional, as applicable.

7. Boot-covers, outer, chemical-resistant (disposable).<sup>1</sup>
8. Hard hat.<sup>1</sup>
9. Escape mask.<sup>1</sup>
10. Face shield.<sup>1</sup>

d. Level D - A work uniform affording minimal protection, used for nuisance contamination only. The following constitute Level D equipment; it may be used as appropriate:

1. Coveralls.
2. Gloves.<sup>1</sup>
3. Boots/shoes, chemical-resistant steel toe and shank.
4. Boots, outer, chemical-resistant (disposable).<sup>1</sup>
5. Safety glasses or chemical splash goggles.
6. Hard hat.<sup>1</sup>
7. Escape mask.<sup>1</sup>
8. Face shield.<sup>1</sup>

6. Decontamination (decon) is the process of removing contaminants that have accumulated on personnel and equipment by physical or chemical means. It is critical to health and safety at incidents involving hazardous materials. Decon protects workers from hazardous substances that may contaminate and eventually permeate protective clothing, respiratory equipment, tools, vehicles, and other equipment used at the scene. It protects all personnel by minimizing the transfer of hazardous substances into clean area. It helps protect the community and environment from the uncontrolled spread of contaminants.

D. POLICY STATEMENTS

1. The Hazardous Materials Response Team shall initially respond to any hazardous materials incident within Multnomah County whenever requested by the Multnomah County Sheriff's Office, Multnomah County Office of Emergency Management, or the local fire department or police department.
2. Outside of Multnomah County, the Hazardous Materials Response Team may respond upon request of the jurisdiction's fire department, police department, or Sheriff's Office anywhere within Clackamas and Washington Counties.

<sup>1</sup>Optional, as applicable.

3. The Hazardous Materials Response Team shall respond to all requests by the City of Salem in accordance with an intergovernmental agreement between Multnomah County, City of Gresham and the City of Salem.
4. The Hazardous Materials Response Unit shall not respond without a minimum of one engine company for water supply and decontamination and advance first aid support personnel as a minimum with medical equipment and transport capabilities. Arrangements for an engine company will be made by the Hazardous Materials Response team leader with the Incident Commander.
5. Team members may respond with the Hazardous Materials Response Unit or directly to the scene after following the activation guidelines. Sheriff's Office members may respond in their units after following the activation guidelines.
6. The Hazardous Materials Response Team, upon arriving to the scene of a hazardous materials incident, shall have their team leader report to the Incident Commander. All other team members will remain at the Hazardous Materials Unit until all pertinent information is obtained. The Hazardous Materials Response team will act in an advisory capacity to the Incident Commander.
7. No one on the Hazardous Materials Response Team shall respond to an actual or potential hazardous materials incident with less than two team members.
8. The team will abide by all local, state and federal laws pertaining to Hazardous Materials Emergency Operating Procedures.
9. The team will not participate in clean-up.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. II

Subject: Response Levels

Revised:

Effective:

## A. LEVEL I: INQUIRY RESPONSE

An inquiry for information regarding hazardous materials has been received which may require research or determination of need for a hazardous materials team response.

## B. LEVEL II: ADVISORY RESPONSE

A notification has been received regarding a potential hazardous materials situation compelling a minimum response of two or more members of the hazardous materials team in order to investigate situation that do not require entry in personal protective equipment.

1. For an advisory level response, the same paging and response procedure will be used as in operations level. The exception being that a minimum of two team members will be required. If these requirements can be met with on-duty personnel, no page may be necessary.
2. Incidents not requiring the use of Level A or B protection are many times situations where advisory level response would be sufficient, although the situation may be upgraded to an operational level at any time.
3. At any time a request may be made for additional or specific team members.
4. The team members may upgrade from advisory level to operational level at any time.
5. Team members will contact the team leader and advise him/her of the situation.

C. LEVEL III: OPERATIONAL RESPONSE

A notification has been received requiring the deployment of the Hazardous Materials Team to a hazardous materials incident.

1. Necessary when the incident may require personnel to enter a contaminated area wearing Level A or B personal protective equipment.
2. An operational level of response requires a minimum six Hazardous Materials Team personnel. The following functions must be filled for the Hazardous Materials Team to perform at an operational level:
  - a. Team Leader (one)
  - b. Safety Officer (one)
  - c. Entry Personnel (two)
  - d. Backup Team (two)
3. If rapid or over-taxing escalation of an incident warrants or additional hazardous materials personnel and equipment is needed, a second Hazardous Materials Team may be requested.



# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. III

Subject: Activation

Revised:

Effective:

## A. ACTIVATION PROCEDURE

- A. All team members shall be activated by a radio paging system through Fire Alarm Dispatch. Once pagers have been activated, all team members shall immediately make telephone contact with Gresham Police Records giving them their name, whether they are responding and where they are responding, i.e., to the scene, to the Sheriff's Office, to the Response Unit. This information will be obtained from Gresham Police Records by the first team member to arrive at the motorhome Response Unit.
- B. If Gresham Police Records do not receive notification from at least four team members, the first team member to arrive will have Fire Alarm Dispatch re-page the Hazardous Materials Response Team.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. IV

Subject: Communications

Revised:

Effective:

## A. INTERNAL COMMUNICATIONS

All team members shall use the 453.575 VHF frequency portable radios for team communications. All other departmental radios shall be left in the Hazardous Materials Response Unit while the team is on the scene.

## B. INTER-AGENCY COMMUNICATIONS

All communications to the Hazardous Materials Response Team will be done through the Hazardous Materials Response Unit's Logistics Center. The police call number for the unit is County 95. The fire call number for the unit is HM50.

In unique circumstances where the Incident Commander is not personally available to the Team Leader, it may be necessary for the Team Leader to converse by radio with the Incident Commander.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. V

Subject: Documentation

Revised:

Effective:

## A. PROCEDURES

1. All incident monitoring and agency notifications shall be through the Logistics Center in the Hazardous Materials Response Unit. It shall be the responsibility of the team member designated to be the Logistics Officer to ensure that all notifications are made and the incident report is written. All data and information related to the incident shall be documented.
2. Current information shall be maintained for dissemination to appropriate personnel as needed during the incident.

## B. REPORT FORMS

1. All data and information documentation of the incident shall be maintained on the Multnomah County/Gresham Hazardous Materials Response team report form which is the responsibility of the Logistics Officer to complete. The original Hazardous Materials Response Team report form and a copy of all other agency reports will be gathered by the Logistics Officer. All reports will be maintained in a permanent file for response documentation and critique purposes at the Multnomah County Office of Emergency Management. Copies of the reports will be disseminated to the appropriate agency personnel. (See appendix for HM50 Team report)
2. A State Fire Marshal's Office Hazardous Materials form will be completed by the Logistics Officer and forwarded to the State for all incidents outside the boundaries of a Fire Department.
3. All reports will be completed within five days of the actual incident.

C. DEMOBILIZATION

1. All agencies notified will be updated and given pertinent information prior to the departure of the Hazardous Materials Team from the scene. The team will be released from the scene by the Incident Commander once the hazard has been removed from the scene or in the case of a drug lab the clean-up company has arrived and scene control has been released to DEQ.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. VI

Subject: Scene Control Guide-  
lines

Revised:

Effective:

## A. PURPOSE

1. The purpose of scene control is to minimize potential harm or contamination of emergency personnel and the public from the uncontrolled release of a hazardous material. This section contains the recommended guidelines for safely controlling the activities and movements of people and equipment at a hazardous materials incident.
2. The following scene control guidelines should be implemented to reduce emergency personnel and the public's exposure to chemical, physical, biologic, and safety hazards.

## B. MAPPING THE SCENE

1. A map should be drawn showing topographic features, wind direction, drainage, streams, ponds, sewer lines, property and life exposures, etc. A good map can be useful in determining incident control zones, entry team action plans, and communicating with assisting agencies. The map should be prepared prior to entry operations, and updated throughout the incident to reflect any changes in weather, hazards, contamination spread, etc.

## C. INCIDENT CONTROL ZONES

1. To reduce the spread of chemical contamination and the related hazards, incident control zones should be established. Generally, three zones are used; the exclusion or "hot" zone, the contamination reduction zone (CRZ) or warm zone, and the support or "clean" zone. Delineation of these zones should be based on sampling and monitoring results, reference material information, and on the evaluation of potential routes and amount of contaminant dispersion. Movement of personnel and equipment among these zones should be minimized and restricted to specific access control points (ACP) to prevent cross-contamination from contaminated areas to clean areas.

2. Exclusion Zone. The exclusion or "hot" zone is the area where contamination does, or could occur. The primary activities performed in this zone may include: rescue, site characterization (i.e., reconnoitering, mapping, sampling, monitoring, identification, etc.), product containment and control, and cleanup. Only entry personnel wearing appropriate personal protective equipment should be allowed into the exclusion zone.

The initial outer boundary of the exclusion zone, called the "hot line," should be determined according to the recommended isolation distances found in the D.O.T. Emergency Response Guidebook (minimum distance 50 feet). Re-evaluation of the hot line should be ongoing and based on the following criteria:

- \* Changes in quantity, dispersion, or concentration of product.
- \* Unusual terrain or drainage.
- \* Weather conditions.
- \* Physical distance entry team must travel.
- \* Evaluation of data from entry team sight characterization.
- \* BLEVE and explosion potential.
- \* Life, property, and environmental exposures.
- \* Chemtrec and other reference source recommendations.
- \* Other data, as it becomes available.

The hot line should be clearly marked, if possible, with hazard tape, traffic cones, rope, etc. One hot line ACP should be established to regulate the flow of entry team personnel and equipment into and out of the exclusion zone. (See illustration.)

3. Contamination Reduction Zone (or Warm Zone). The CRZ is the transition area between the contaminated area and the clean area. This zone is designed to reduce the probability that the clean support zone will become contaminated or affected by other hazards. The distance between the exclusion and support zones provided by the CRZ, together with the decon of personnel and equipment, limits the physical transfer of contaminants into clean areas. The boundary between the CRZ and the exclusion zone is called the hot line. The degree of contamination in the CRZ decreases as one moves from the hot line to the support zone, due both to the distance and decon operations.

Decon operations take place in a designated area within the CRZ. The entrance point is identified by the hot zone ACP. The decon area should be placed upwind, uphill, and/or right angle to the hot line.

The boundary between the CRZ and the support zone, called the "clean line", separates the possibly low contamination area from the clean support area. Access to the CRZ and decon area from the support zone is through one clean line ACP which identifies the decon operation exit. (See illustration.)

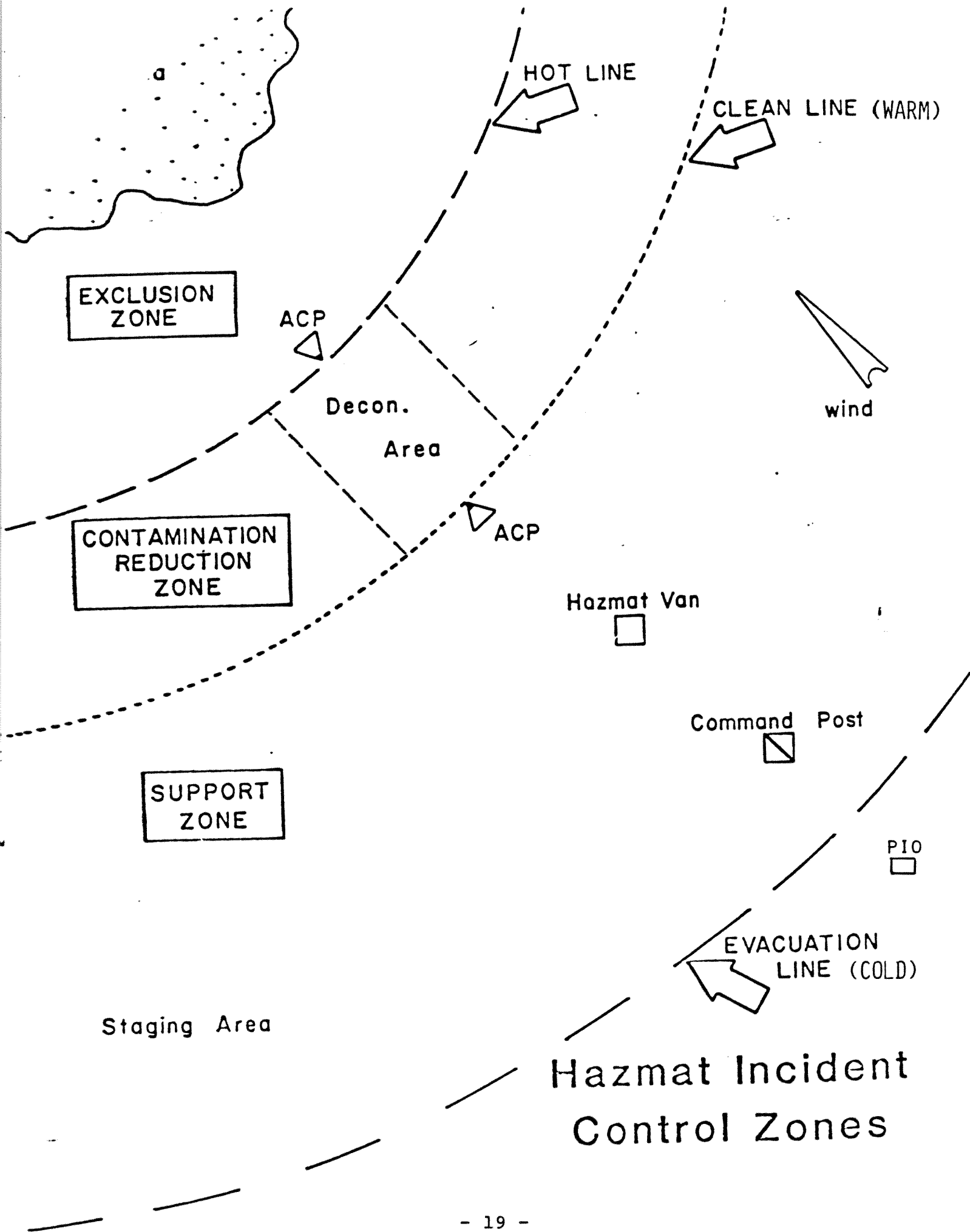
Only decon personnel wearing appropriate personal protective equipment (PPE) should be allowed to work in the CRZ. No one entering the exclusion zone should leave the CRZ before passing through decon. Decon personnel leaving the CRZ should remove their PPE and exit through the clean line ACP. It is the decon officer's responsibility to monitor and maintain control of the hot line and clean line ACP's.

4. Support Zone. The support or "cold" zone is where the operations and command functions required to support the exclusion and CRZ operations are established. All emergency operations and personnel, other than entry and decon, should be located in this zone. Normal emergency scene clothing is adequate within this area. Only essential personnel should be allowed within the support zone to keep down the confusion.

The outer perimeter of the support zone is called the "evacuation line" and is maintained and controlled by police personnel. Firefighters may be asked to assist in evacuation operations until sufficient police personnel are available.

When placing apparatus, equipment, hoselines, command post, PIO, staging, and triage areas, etc., within the support zone, consider the following factors:

- \* Emergency escape routes if situation worsens.
- \* Pointing apparatus away from hot zone.
- \* Topography and weather conditions.
- \* Visibility - use telescope, binoculars.
- \* Distance - as far away from hot zone as practical.
- \* Water supply.





# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. VII

Subject: On Site Checklists for  
Activity Levels

Revised:

Effective:

## A. LEVEL I - INQUIRY RESPONSE

An inquiry for information regarding hazardous materials has been received which may require research or determination of need for a hazardous materials team response.

### POSITION

### TASK

Fire Alarm Dispatch

Notifies Hazardous Materials Response Team Leader by pager of a request for assistance regarding a potential hazardous materials incident.

Team Leader

Calls Fire Alarm Dispatch requesting information from caller (i.e., name, phone number and potential incident).

Calls back to initial requester. Determines information needed and whether team needs to be activated.

If it is determined the team needs to be activated, the team leader will call Fire Alarm Dispatch for repage of the team providing the necessary information for response.

Complete HM-50 Team Report

## B. LEVEL II

A notification has been received regarding a potential hazardous materials situation compelling a minimum response of two or more members of the hazardous materials team in order to investigate situations that do not require entry in personal protective equipment.

### POSITION

### TASK

Fire Alarm Dispatch

Notifies Hazardous Materials Response Team Leader by pager of a request for

assistance regarding a potential hazardous materials incident.

(NOTE: If an incident is learned by other than through Fire Alarm Dispatch, the appropriate team member will notify the Team Leader of the situation.)

#### All Team Members

Shall call Gresham Police records giving their name, whether they are responding and where they are responding, i.e., to the scene, to the Sheriff's Office or to the Response Unit.

The first arriving member at the Response unit will be responsible for starting the unit, turning on the generator, and backing the unit out of the garage.

The second arriving member at the Response unit will be responsible for filling the canteen with water and checking with Gresham Records for those other team members responding. If fewer than four team members have called or arrived, a call will be made to Fire Alarm Dispatch to have the team repaged.

When a total of two members have arrived at the Response unit or are on their way to the scene, the Response unit will notify Fire Alarm Dispatch "HM50" responding, page all other team members and have them report to the scene.

The first arriving unit at the scene shall notify Fire Alarm Dispatch "HM50 team/unit arrived."

The first arriving team member shall report to the Incident Commander and identify themselves as part of the Hazardous Materials Team. They shall then gather all immediately pertinent information regarding the incident, i.e., upwind entry route, location of command post, designated location for hazardous materials units, chemical name, etc. and relay it to HM50.

Team Leader

Upon arrival don Team Leader vest, tape recorder, checklist and team radio.

Confer with any previously arriving team member as to the synopsis of the situation and then report to the Incident Commander.

- \* Document size up information
- \* If possible, correct obvious safety hazards now.
- \* Tell command no action will be taken without his approval.
- \* Return to response unit.

Perform secondary size up.

- \* Does an emergency actually exist?
- \* What is at risk?
- \* What have the first responders done?
- \* Have zones been established and are they appropriate? (Confer with HM50 Logistics Officer.)
- \* Is entry called for right now?
- \* Is the information reliable?

Are more resources needed?

- \* Technical advisors
- \* Industrial response teams
- \* Medical or decon personnel
- \* Manufacturer, shipper, or consignee
- \* Other Haz Mat Teams

What are the objectives, i.e., recon, rescue, evacuate, contain, wait for help.

Make active recommendations to command (wait for instructions)

Fill out Team Report.

### C. LEVEL III

A notification has been received requiring the deployment of the Hazardous Materials Team to a hazardous materials incident.

POSITION

TASK

Fire Alarm Dispatch

Notifies Hazardous Materials Response Team by pager regarding a hazardous materials incident.

All Team Members

Shall call Gresham Police Records giving their name, whether they are responding and where they are responding, i.e., to the scene, to the Sheriff's Office or to the Response unit.

The first arriving member at the Response Unit will be responsible for starting the unit, turning on the generator, and backing the unit out of the garage.

The second arriving member at the Response unit will be responsible for filling the canteen with water and checking with Gresham Records for those other team members responding. If fewer than four team members have called or arrived, a call will be made to Fire Alarm Dispatch to have the team repaged.

When a total of two members have arrived at the Response unit or are on their way to the scene, the Response unit will notify Fire Alarm Dispatch "HM50" responding. Page all other team members and have them report to the scene.

The first arriving unit at the scene shall notify Fire Alarm Dispatch "HM50 team/unit arrived."

The first arriving team member shall report to the Incident Commander and identify themselves as part of the Hazardous Materials team. They shall then gather all immediately pertinent information regarding the incident, i.e., upwind entry route, location of command post, designated location for hazardous materials units, chemical name, etc. and relay it to HM50.

Team Leader

Upon arrival don Team Leader vest, tape recorder, checklist and team radio.

Confer with any previously arriving team member as to the synopsis of the situation and then report to the Incident Commander.

- \* Document and confirm size up information
- \* If possible correct obvious safety hazards now.
- \* Tell command no action will be taken without his approval.
- \* Return to response unit.

Perform secondary size up.

- \* Does an emergency actually exist?
- \* What is at risk?
- \* What have the first responders done?
- \* Have zones been established and are they appropriate? (Confer with HM50 Logistics Officer).
- \* Is entry called for right now?
- \* Is the information reliable?
- \* Obtain available information on product involved

Are more resources needed?

- \* Technical advisors
- \* Industrial response teams
- \* Medical or decon personnel
- \* Manufacturer, shipper, or consignee
- \* Other Haz Mat teams

What are the objectives, i.e., recon, rescue, evacuate, contain, wait for help.

Make active recommendations to command (wait for instructions)

Conduct team meeting.

Make team assignments:

- \* Safety Officer
- \* Police Liaison Officer

- \* Safety Officer
  - \* Decon Leader
    - \* Decon Team
- \* Entry Team Leader
  - \* Entry Team
  - \* Back-up Entry Team
- \* Logistics Officer

When entry must be made, use all technical resource and advisors recommendations to:

Establish control zones, draw a map, and give a copy to command.

Establish safest place for Hazardous Materials Response Vehicle.

Determine personnel protective equipment. (Confer with Safety Officer and Logistics Officer.)

Initiate medical monitoring and decon process.

Conduct team briefing and include:

- \* All team members
- \* Product, environmental and physical hazards.
- \* Limitations of personal protective equipment.
- \* Action Plan (objectives, tactical and strategy).
- \* Review emergency signals and plans.
- \* Review decon procedures.

Monitor time and conditions constantly.

Advise command of appropriate local, state and federal notifications.

Determine what to do with equipment or clothing that cannot be thoroughly deconned at the scene.

Police Liaison Officer

Upon arrival don Police Liaison officer vest, checklists, and team radio.

Confer with team leader to recommend the appropriate zones, perimeters, and road blocks.

After team leader has conferred with IC and confirmed zones and perimeters, police liaison shall report to Police Commander and relay appropriate recommendations.

Maintain security of support zones.

#### Safety Officer

The Safety Officer takes direction from the Team Leader and is responsible for monitoring operations (includes donning and doffing suits and medical surveillance). His primary responsibility is monitoring the safety of the team. Special attention must be paid to signs of heat stress and fatigue. The Safety Officer has the authority to cancel entry operations at any time, if in his opinion, the situation has escalated or an entry person's physical condition has deteriorated, to a point of unacceptable risk. When necessary, Safety Officer and Medical Officer roles may be fulfilled by the same person.

Upon arrival don Safety Officer vest, report form/checklist and team radio.

Report to the Team Leader for instruction and any necessary assistance.

Assure backup team is available and prepared.

Report to Logistics all equipment and supplies used, or loaned out and returned.

Supply suit donning area with necessary personal protective equipment (entry team should assist.)

Supervise entry team suit donning. Maintain radio and visual (when possible) contact with entry team and Team Leader while in hot zone; monitor safety.

Assist entry team with doffing suit.

See that all equipment is accounted for before returning.

#### Medical Officer

The Medical Officer is responsible for performing, coordinating and supervising all medical tasks.

The Medical Officer's primary responsibility is the medical surveillance of team members, performing any required medical treatment he/she is qualified for on persons with suspected or known chemical exposure or other injuries. The Medical Officer keeps the Safety Officer briefed on the medical condition of the team members. In some cases, the Safety Officer and Medical Officer rolls may be combined and performed by one person.

Upon arrival, don Medical Officer vest, report form and team radio.

Call Medical Resource Hospital.

Report to team leader for instruction and any necessary assistance he/she may need.

Take vital signs of entry team for pre- and post-entry and record on team exposure form (see appendix for HM-50 Report Form and Exposure Report Form).

Maintain radio and visual contact (when possible) with entry team to observe visual and verbal performance for signs of medical problems or medically caused problems.

Assist Safety Officer as needed.

#### Decon Unit Leader

The Decon Officer is responsible for coordinating decon operations and supervising decon personnel at the scene. He will also assist the Safety Officer with all necessary post incident equipment decontamination, maintenance, and testing.



Upon arrival report to the Team Leader for instructions and additional personnel.

Don the Decon Leader's vest.

In conjunction with Team Leader and Safety Officer, determine:

- \* Location of control zones and access control points.
- \* Location of decon area.
- \* Necessary decon stations and their layout.
- \* Appropriate decon solutions to be used, if any.
- \* Proper level of personal protective equipment for decon personnel.
- \* Methods for dealing with clothing or equipment that cannot be completely decontaminated.

Brief decon personnel and supervise decon setup. (See appendix for Decontamination Stations).

See that necessary equipment is moved to decon area.

Supervise the mixing of all decon solutions. (See appendix for decon solutions).

Equip decon team with appropriate personal protective equipment.

Maintain one access control point in and out of the hot zone.

Maintain control of and supervise all decon operations.

Assign one decon team member for each entry person when appropriate.

#### Entry Team

Check with Logistics Officer for suit and glove chemical compatibility. Perform with full awareness of hazards and limitations of protective clothing.

Remove clothes and jewelry, don nomex coveralls.

Get vital signs taken by Medical Officer.

Don radio and test. Review emergency signals. (See appendix for emergency hand signals).

Review action plan with Team Leader, Logistics Officer and Safety Officer.

Make sure all entry team personnel have all necessary tools and equipment.

Don Level B personal protective equipment:

- \* Don chemical splash suit.
- \* Don SCBA except face mask.
- \* Don gloves (two layers minimum) and boots; seal with appropriate tape.
- \* Apply anti-fog to face mask.
- \* Don face mask (check seal) and hood, seal with duct tape.
- \* Don helmet.
- \* Turn air on.

Or

Don Level A personal protective equipment.

- \* Don SCBA except face mask.
- \* Apply anti-fog to face mask and suit face piece.
- \* Don face mask (check seal) and helmet.
- \* Don suit and gloves (two layers minimum).
- \* Turn air on and zip suit.

Final radio check and visual inspection of suit.

Contain spill to as small an area as possible.

- \* Plug, patch, off load, or overpack container.
- \* Cover spill with plastic (solids), sorbents (liquid).
- \* Close valve or rotate container.
- \* Dike, dam, boom, ditch runoff.
- \* Dilute or neutralize product

Logistics Officer

Turn on all radios and telephone.

Don vest.

Notify the appropriate personnel by telephone or two-way radio.

Routine:

- Multnomah County Emergency Mgmt.
- Oregon Emergency Response System
- National Response System
- BOEC Dispatch Coordinator
- Medical Resource Hospital (To be done by Safety Officer)
- Obtain weather information

Maintain record of notification and all data and information related to the incident on the HM50 team report. (See appendix for HM50 Team Report).

Research information on product involved through resource books and/or computer program.

Monitor and respond to all operational frequencies in the Response Unit.

Relay information to the appropriate personnel as needed.

Collect reports from Team Leader, Safety Officer and Police Liaison.

Record all equipment used by Team.

POST INCIDENT:

Team Leader

Supervise returning HM50 to service.

Complete incident report and give to Logistics Officer.

See that damaged, disposable or lost equipment is located, replaced or repaired.

Safety Officer

Perform Level A suit testing. Update suit history log.

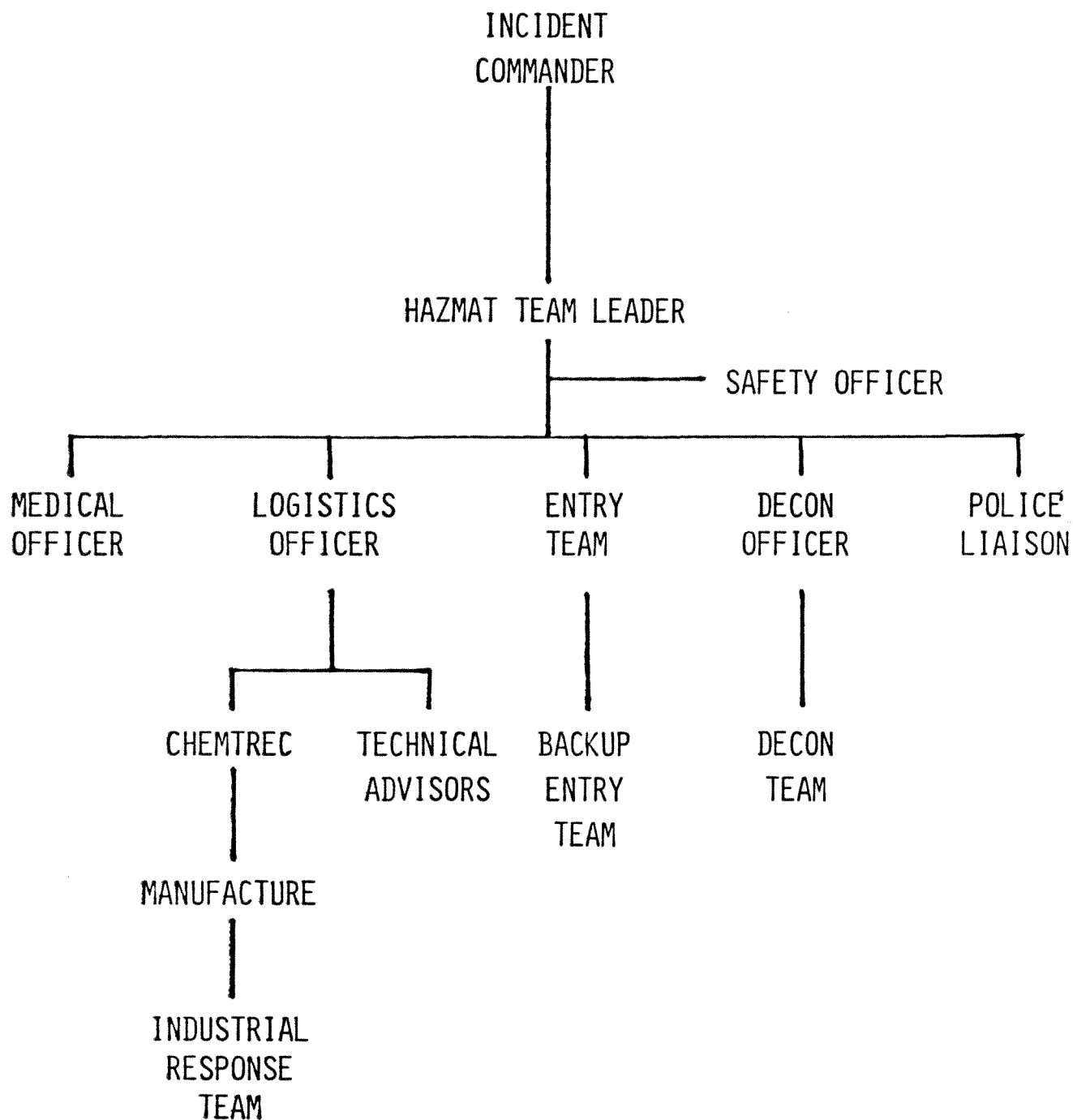
Give entry checklist and exposure form to Logistics Officer.

Assist with any remaining equipment decontamination.

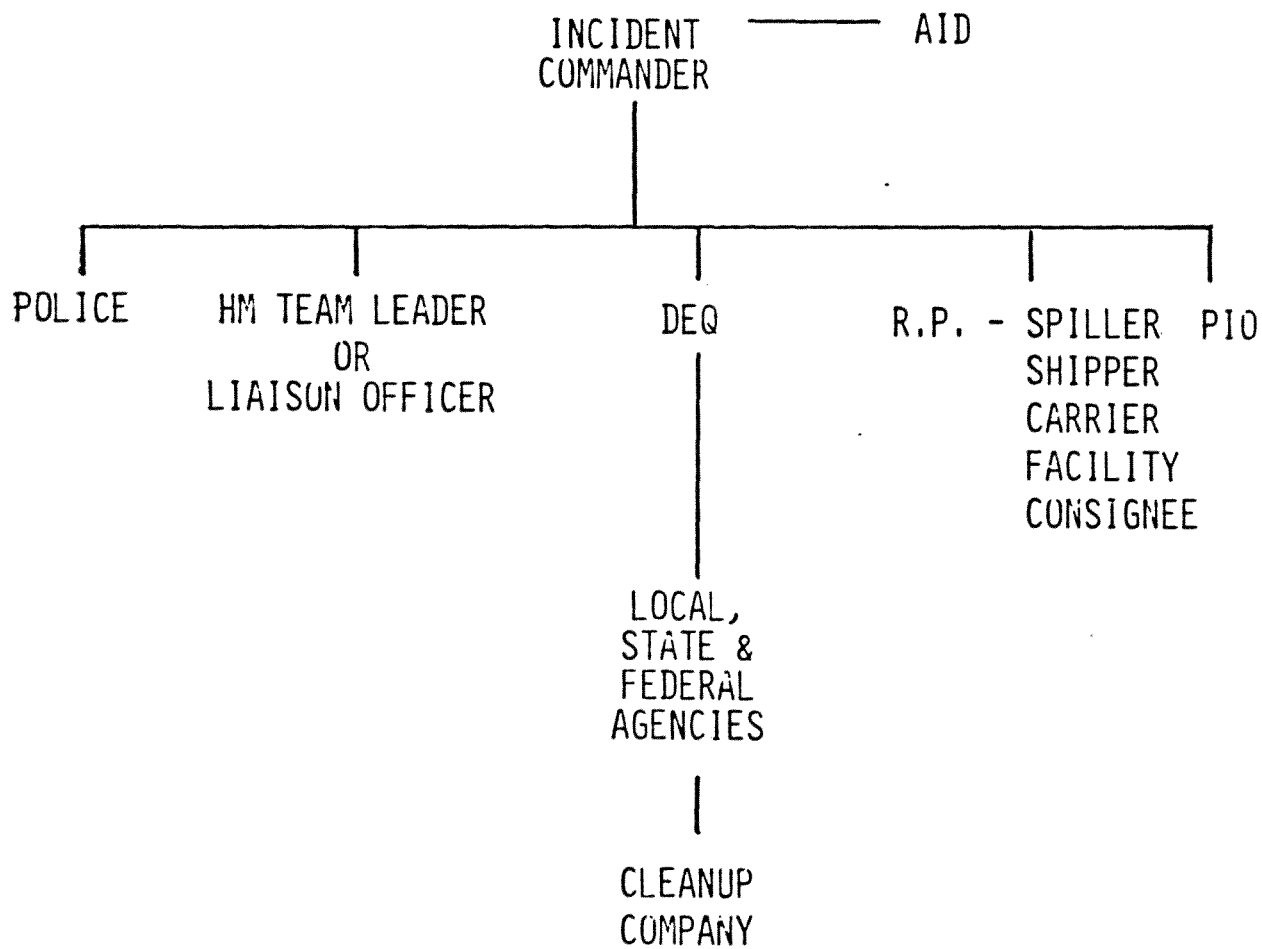
Logistics Officer

Compile complete report of incident and provide copy to Team Leader.

# HAZARDOUS MATERIALS RESPONSE TEAM ORGANIZATIONAL CHART



# HAZARDOUS MATERIALS INCIDENT COMMAND



# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. VIII

Subject: Evacuation Guidelines

Revised:

Effective:

## A. INITIAL EVACUATION

The team may recommend evacuations based on degree of risk from potential exposure. Evacuation will be conducted in accordance with local emergency plans.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. IX

Subject: Tactical Guidelines

Revised:

Effective:

In addition to guidelines in other sections, the following considerations should be applied.

## A. BASIC GUIDELINES

1. Approach upwind and uphill or to a right angle with caution.
2. Identify all products.
3. Determine the hazards.
4. Establish zones.
5. Perform rescue when appropriate.
6. Serve as technical advisor to the Incident Commander.
7. Establish PPE level.
8. Notify all appropriate agencies.
9. Establish decon level.

## B. TEAM SAFETY

1. Outside the Gresham city limits, if the Team Leader feels the Incident Commands action plan commits Haz mat personnel to an unsafe operation, the Team Leader has the authority to withdraw them.
2. The Team Leader will inform the Incident Commander that he/she will not commit to that action plan and suggest alternatives.
3. A full report of any such action will be submitted within 24 hours to the Gresham Fire Chief.



### C. CONTAINMENT/STABILIZATION GUIDELINES

\_\_\_ Perform with full awareness of hazards and limitations of protective clothing.

\_\_\_ Wear proper protective clothing and SCBA.

\_\_\_ Minimum 2 personnel in hot zone as briefly as possible.

\_\_\_ Avoid contact with product, approach upwind.

\_\_\_ BLEVE potential.

\_\_\_ Extinguish fire if appropriate.

\_\_\_ Protect exposures: (life, property environment)

- \* Public - evacuate or shelter-in-place and secure area
- \* Emergency personnel - use incident control zones, decon, and PPE
- \* Property - contain or control spilled product
- \* Environment - streams, lakes, water table, sewer system

\_\_\_ Control flammable and/or toxic vapors:

- \* Vapor suppression - water fog (when soluble), foam
- \* Vapor dispersion - smoke ejector, house system, water fog
- \* Sorbents - commercial or natural
- \* Dilution or neutralizing techniques
- \* Controlled burn off

\_\_\_ Contain spill to as small an area as possible:

- \* Plug, patch, off load, or overpack container
- \* Cover spill with plastic (solids), sorbents (liquids)
- \* Close valve or rotate container
- \* Dike, dam, boom, ditch runoff

\_\_\_ Additional Resources:

- \* Emergency telephone directory
- \* Chemtrec
- \* County OEM, State, and Federal aid
- \* Shipper, carrier, manufacture, or consignee
- \* HM-16
- \* HM-5
- \* Tualatin Haz Mat
- \* Pennwalt Response Team (Portland)
- \* Other industrial response teams

### C. TEAM LEADER CHECKLIST

The Team Leader will act as Hazardous Materials Branch Director responsible for coordinating Hazardous Materials Team operations. Communications with command should only be through the Team Leader or liaison officer. Team members should remain with the Hazardous Materials Response vehicle until otherwise directed. When practical, the Team Leader should remain at the response vehicle to reduce radio traffic and monitor operations. The resource officer will monitor the operating channel.

#### UPON ARRIVAL

\_\_\_ Don Team Leaders vest, tape recorder and radio

\_\_\_ Report to Incident Commander (safety officer should also be present)

- \* Write down size up information
- \* If possible correct obvious safety hazards now
- \* Tell command no action will be taken without his approval
- \* Return to response vehicle

\_\_\_ Perform secondary size up

- \* Does an emergency actually exist?
- \* What is at risk?
- \* What have the first responders done?
- \* Have zones been established and are they appropriate? (Use DOT book or other appropriate reference)
- \* Is entry called for right now?
- \* Is the information reliable?

\_\_\_ Are more resources needed?

- \* Use emergency phone directory
- \* Technical advisors
- \* Industrial response teams
- \* Medical or decon personnel
- \* Manufacturer, shipper, or consignee

\* PFB HM-16, Clark Co. Dist. 5 HM-51, or Tualatin Haz Mat

\_\_\_ What are the objectives (recon, rescue, evacuate, contain, wait for help)

\_\_\_ Make active recommendations to command (wait for instructions)

\_\_\_ Conduct team meeting

\_\_\_ Make assignments

\* Resource Officer \_\_\_\_\_

\* Safety Officer \_\_\_\_\_

\* Decon Officer \_\_\_\_\_

\* Entry Team \_\_\_\_\_

\* Back-up Entry Team \_\_\_\_\_

When entry must be made, use all technical resource and advisor recommendations to:

\_\_\_ Establish control zones, draw a map, and give a copy to command

\_\_\_ Establish safest place for Hazardous Materials Response Vehicle

\_\_\_ Determine PPE level for personnel

\_\_\_ Establish medical monitoring and evaluation level

\_\_\_ Locate decon area

\_\_\_ Select decon method and solutions

\_\_\_ Conduct team briefing (include)

\* All team members

\* Product, environmental and physical hazards

\* Limitations of PPE

\* Action Plan (objectives, tactics, and strategy)

\* Review emergency signals and plans

\* Review decon procedure

\_\_\_ Monitor time and conditions constantly

- \_\_\_ Advise command of appropriate local, state and federal notifications
- \_\_\_ Determine what to do with equipment or clothing that cannot be thoroughly decontaminated at the scene

#### POST INCIDENT

- \_\_\_ Supervise returning HM-50 to service
- \_\_\_ Complete incident file
- \_\_\_ See that damaged, disposable or lost equipment is located, replaced or repaired

#### TEAM LEADER PRE-RESPONSE REMINDERS

- \_\_\_ Does an emergency exist and what is the response level?
- \_\_\_ Minimum manning - Advisory 2, Operations 8
- \_\_\_ Obtain proper reference material on product
- \_\_\_ Is all monitoring equipment aboard?
- \_\_\_ Have you advised FAD and Command you are in route?

#### E. SAFETY OFFICER DUTY CHECKLIST

The Safety Officer is responsible for coordinating and supervising operations (includes donning and doffing suits and medical surveillance). His primary responsibility is monitoring the safety of the team. Special attention must be paid to signs of heat stress and fatigue. The Safety Officer has the authority to cancel entry operations at any time, if in his opinion, the situation has escalated or an entry person's physical condition has deteriorated, to a point of unacceptable risk.

#### THE SAFETY OFFICER SHOULD:

- \_\_\_ Report to the Team Leader for instruction, radio, checklists, and any necessary assistance (medical officer, etc.)
- \_\_\_ Assure backup team is available and prepared.
- \_\_\_ Keep a written record of all equipment and supplies used, or loaned out, and returned (give to Team Leader).
- \_\_\_ Supply suit donning area with necessary PPE (entry team should assist).
- \_\_\_ Supervise entry team suit donning (use entry checklist).

- \_\_\_ Supervise entry team, pre and post entry, medical monitoring using entry team exposure form (Team Leader will advise proper level).
- \_\_\_ Maintain radio and visual (when possible) contact with entry team and Team Leader while in hot zone, monitor safety.
- \_\_\_ Coordinate entry team rescue, if necessary (use rescue guidelines).
- \_\_\_ Assist entry team with doffing suit.
- \_\_\_ See that all equipment is accounted for before returning.

#### POST INCIDENT RESPONSIBILITIES

- \_\_\_ Perform Level A suit testing (file checklist). Update suit history log.
- \_\_\_ Give entry checklist and exposure form to team leader.
- \_\_\_ Assist with any remaining equipment decontamination.

#### F. DECON OFFICER DUTY CHECKLIST

The Decon Officer is responsible for coordinating decon operations and supervising decon personnel at the scene. He will also assist the Safety Officer with all necessary post incident equipment decontamination, maintenance, and testing.

#### THE DECON OFFICER SHOULD:

- \_\_\_ Report to the Team Leader for instructions, checklists, additional personnel.
- \_\_\_ Don the Decon Officer's vest and radio.
- \_\_\_ Brief decon personnel and supervise decon setup.
- \_\_\_ See that necessary equipment is moved to decon area.
- \_\_\_ Supervise the mixing of all decon solutions.
- \_\_\_ Equip decon attendants with appropriate PPE.
- \_\_\_ Maintain one access control point in and out of the hot zone.
- \_\_\_ Maintain control of and supervise all decon operations.
- \_\_\_ Assign one attendant for each entry person when appropriate.

#### POST INCIDENT RESPONSIBILITIES

- \_\_\_ Assist Safety Officer with Level A suit testing and SCBA turnaround maintenance.
- \_\_\_ Perform any remaining equipment decontamination.

#### G. EMERGENCY MEDICAL TREATMENT

Emergency medical treatment will be performed as per the Hazardous Materials Protocol Manual located in the HM-50 library. Only those approved by appropriate medical authorities will be allowed access to the manual and antidote kit.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. X

Subject: Decontamination

Revised:

Effective:

## A. GENERAL INFORMATION

Decontamination (decon) - the process of removing contaminants that have accumulated on personnel and equipment by physical or chemical means - is critical to health and safety at incidents involving hazardous materials. Decon protects workers from hazardous substances that may contaminate and eventually permeate protective clothing, respiratory equipment, tools, vehicles, and other equipment used at the scene. It protects all personnel by minimizing the transfer of hazardous substances into clean area. It helps protect the community and environment from the uncontrolled spread of contaminants.

## B. FIELD OPERATIONS

A decontamination system should be designed and set up:

- \* BEFORE entry team personnel are allowed to enter a hot zone
- \* If decon of contaminated victims is required

Upon entering the hot zone, the conservative action is always to assume contamination of entry team personnel has occurred. Any personnel leaving the hot zone must, therefore, go through the decon process.

The decon area should be placed upwind, uphill, and at a right angle to the hot zone. Traffic cones or hazard tape should be used to identify the hot zone in the decon area. Station A and B should be placed just inside the hot zone. Every effort should be made to control runoff and avoid spreading contaminate. Once the decon operation begins, personnel should avoid leaving or entering the decon area unless instructed to do so by the decon officer. The decon area should be sufficiently lighted during night time operations.

The decontamination process is divided into stations. In most cases it will not be necessary to utilize every station. The decision to implement all or part of the decon stations should be based on the

associated hazards of the material involved (as found in the technical references available) and the estimated amount of contamination. The decon process should be reviewed whenever the type of personal protective equipment (PPE) changes, the site conditions change, or the hazards are reassessed based on new information.

Joint decision making, including the Team Leader, Safety Officer, Decon Officer, and technical advisors, should be used to determine:

- \_\_\_ Control zones and access control points (ACP)
- \_\_\_ Location of the (decon area)
- \_\_\_ Necessary decon stations and their layout
- \_\_\_ Appropriate decon solutions to be used, if any
- \_\_\_ Proper level of PPE for decon personnel
- \_\_\_ Methods for dealing with clothing or equipment that cannot be completely decontaminated

The Team Leader Should:

- \_\_\_ Assign a decon officer
- \_\_\_ Assign any additional personnel required for decon setup and operation. Contact incident command for manpower
- \_\_\_ Provide for the disposal or recovery of decon equipment

The Decon Officer Should:

- \_\_\_ Report to the team leader for instructions, checklists, and additional personnel
- \_\_\_ Don the Decon Officer's vest and radio
- \_\_\_ Brief decon personnel and supervise decon setup
- \_\_\_ See that necessary equipment is moved to decon area
- \_\_\_ Supervise the mixing of all decon solutions
- \_\_\_ Equip decon attendants with appropriate PPE
- \_\_\_ Maintain one access control point in and out of the hot zone
- \_\_\_ Maintain control of and supervise all decon operations
- \_\_\_ Assign one attendant for each entry person when appropriate



## WARNING

Personnel should not handle a contaminated suit, tool, or person without proper protective equipment. Failure to do so may lead to skin absorption or inhalation of the contaminant, resulting in injury, illness or death.

### C. DECONTAMINATION STATIONS

#### Station A: SEGREGATED EQUIPMENT DROP

Deposit tools or equipment to be reused, disposed of, or deconned at a later time or place.

EQUIPMENT: One 30 or 55 gal. recover drum with plastic liner

#### Station B: INITIAL RINSE

Entry team personnel step into the wading pool and activate the decon shower for a minimum of 30 seconds or until the decon officer gives the move ahead signal. Feet should be thoroughly cleaned while showering by using the scrub pad. Entry personnel move to next station.

EQUIPMENT - Decon shower placed in wading pool. Cover shower with plastic tarp to control over-spray. Place scrub mat in bottom of pool. Shower supplied by 50 feet of 1-1/2 inch hose, connected to water manifold, pumped at 50 psi maximum pump panel pressure. Shower pressure can also be regulated at the manifold.

#### Station C: OVERSUIT REMOVAL (attendant required)

All disposable (e.g., tyvek) protective clothing, worn as an oversuit to protect the primary suit from contamination, and nondisposable (e.g., flash suit) special protective oversuits, should be removed at this point with the assistance of an attendant. Care should be used so that the outside surface of the oversuit and the attendant's contaminated gloves do not contact the primary suit during removal. The oversuit and outer layer of gloves, as well as the attendant's outer gloves, should be deposited into drum. Entry personnel and attendant move to next station.

ATTENDANT'S MINIMUM PPE - Equal to Entry Team or minimum "B" level.  
EQUIPMENT - One 55 or 30 gal. recovery drum with plastic liner.

Station D: DECON WASH OR NEUTRALIZATION (attendant required)

While standing in a wading pool, entry personnel are scrubbed by attendant (standing outside pool) with brush and decon solution. The decon solution should be prepared in plastic buckets and placed inside the pool to avoid spreading the solution. Brushes are dipped into the solution and then the attendant thoroughly scrubs all portions of the contaminated suit, including the soles of the boots and inside the zipper flap. Some decon solutions may first be applied with a garden sprayer then scrubbed with brushes. Once the suit has been scrubbed, the attendant then uses the water wand to rinse all decon solution from suit. The attendant should avoid touching the entry person or getting decon solutions on himself. Entry personnel and attendant move to the next station.

ATTENDANT'S MINIMUM PPE - Equal to Entry Team or minimum "B" level.

EQUIPMENT - Wading pool, water wand attached to garden hose, attached to water manifold. Scrub brushes, plastic buckets, garden sprayer, decon solution.

Station E: FINAL RINSE (attendant required)

While standing in a wading pool, entry personnel are given a final rinse by an attendant using a water wand or activating a shower. Entry personnel move to the next station. Attendants either move to a standby position awaiting additional entry personnel or proceed through the final rinse themselves and move on to the next station.

ATTENDANT'S MINIMUM PPE - Chemical protective jumpsuit, gloves, boots, and SCBA.

EQUIPMENT - Wading pool, water wand attached to garden hose, attached to water manifold, decon shower optional.

Station F: PRIMARY SUIT AND SCBA REMOVAL, LEVEL A (attendant required)

Located some distance from the final rinse (not at the suit donning station) and on a plastic tarp, entry personnel are assisted by attendants in removing the primary suit. Attendants should wear disposable gloves and should avoid touching and possibly contaminating the inside of the suit while assisting entry personnel in removing primary suit. Entry personnel should avoid touching the outside portions of the suit, which may still be contaminated. Entry Team will then be issued protective foot covering. The primary suit should be sealed in a 55 gallon plastic bag for later testing and possible further decon unless determined safe for reuse by the Resource Officer. The Team Leader should be notified of all suits and equipment removed from service.

SCBA should now be removed. The Safety Officer should assign a qualified team member to perform turnaround maintenance on all SCBA as soon as possible at the suit donning station if SCBA are to be reused. Radios and reusable primary suits should also be returned to the suit donning station. Entry personnel should move to the suit donning station for post entry medical evaluation.

ATTENDANT'S MINIMUM PPE - Chemical protective splash suits, gloves and boots. Level of protection required may be upgraded in any case.

EQUIPMENT - Plastic tarp, two chairs, 55 gallon plastic bags.

Station G: PRIMARY SUIT AND SCBA REMOVAL, LEVEL B (attendant required)

Located some distance from the final rinse (not at the suit donning area) and on a plastic tarp, entry personnel are assisted by attendants in removing SCBA and the primary suit. Attendants should wear disposable gloves and should avoid touching and possibly contaminating the inside of the suit or wearer while assisting entry personnel in removing primary suit. Entry personnel should avoid touching the outside portions of the suit, which may still be contaminated. Entry personnel will then be issued protective foot covering. The primary suit should be sealed in a 55 gallon plastic bag for later testing and possible further decon unless determined safe for reuse by the Resource Officer. The Team Leader should be notified of all suits and equipment removed from service. The Safety Officer should assign a qualified team member to perform turnaround maintenance on all SCBA as soon as possible at the suit donning area if SCBA are to be reused. Radios, reusable primary suits, hard hats, etc. should also be returned to the suit donning area. Entry personnel should move to the suit donning area for post entry medical evaluation.

ATTENDANT'S MINIMUM PPE - Chemical protective splash suits, gloves. Level of protection may be upgraded in any case.

EQUIPMENT - Plastic tarp, two chairs, 55 gallon plastic bags.

Station H: ATTENDANT'S STANDBY STATION

Attendants move to the standby station to await additional entry personnel. If an air bottle change is required, attendants should first rinse themselves at Station E, then proceed to the standby station and change bottles. Attendants should be off air while standing by.

ATTENDANT'S MINIMUM PPE - Chemical protective splash suits, gloves, boots, and SCBA.

EQUIPMENT - Extra SCBA bottles.

Station I: ATTENDANT'S SUIT AND SCBA REMOVAL

After rinsing off at Station E, attendants move to Station F or G to remove their SCBA and suits. Disposable suits and gloves should be placed in plastic bags and disposed of by the cleanup contractor. SCBA, boots, and other equipment should be returned to service unless determined not to be fully decontaminated by the resource officer. Contaminated items should be bagged and identified for later testing and decontamination. The Team Leader should be notified of all equipment removed from service.

Station J: EMERGENCY DECON (attendant required)

In the event of an emergency situation where immediate danger to life or health is at stake (i.e., entry personnel out of air, suit has been penetrated by chemical, personnel collapses from heat, etc.), contaminated entry personnel should be moved to initial rinse (Station B) on a stretcher (if necessary) and showered. Personnel should then be removed from suit as quickly as possible. If suit has been penetrated, inner clothing should be removed while showering a second time. SCBA should be removed from victim's back, but face piece should be left in place with air on, until victim has been removed from the decon area. The victim should then be moved to suit donning area for medical evaluation. Medical personnel should be refrained from entering the decon area.

If the emergency situation involves a contaminated person other than entry personnel, rescue personnel should move victim on a stretcher, if necessary, to initial rinse and remove clothing while showering. Victim should then be moved to suit donning area for medical evaluation.

ATTENDANT'S MINIMUM PPE - Equal to that of Entry or minimum "B" level.

EQUIPMENT - Same as Station B. In this case the pool may not want to be used. If a stretcher is used, not having the pool in the way may assist in running the stretcher through the shower. Containing runoff is a lower priority in this situation. Fixed facility shower may also be useful.

#### D. DECONTAMINATION SOLUTIONS

Decon solutions are normally solutions of water and chemical compounds designed to dissolve, dilute, disinfect, neutralize, degrade, or, in some other way, remove contaminants. The temperature of the solution and contact time with the contaminate may affect these processes and should be given consideration.

Premeasured amounts of decon chemicals are kept in the Hazardous Materials Response Vehicle and should be mixed with water in 5 gallon buckets. Chemicals should be mixed at the wash/neutralizing station by personnel wearing a minimum Level B protection. Decon solutions are usually applied directly to contaminated protective clothing and equipment by an attendant using a brush or garden sprayer. Decon solutions should not be used directly on contaminated skin or eyes. Large quantities of water should be used for this purpose. A portable eye wash device is located at the van for flushing eyes.

Decon solutions are recommended for the eleven general chemical groups listed below. Expert assistance from manufacturers, poison control centers, technical advisors, etc. should be sought for the specific contaminate, when known.

| Chemical Group  | Decon Solution |
|---|----------------|
| 1. Inorganic acids, thiols, metal processing wastes   | A & C          |
| 2. Heavy metals - Mercury, Lead, Cadmium, etc.  | A & C          |
| 3. Pesticides, fungicides, chlorinated phenols, Dioxins, Pentachlorophenol (PCP)                      | B & C          |
| 4. Cyanides, Ammonia, and other non-acidic inorganic wastes   | B & C          |
| 5. Solvents and other organic compounds such as, Toluene, Trichloroethylene, and Chloroform           | C              |
| 6. Polychlorinated Biphenyl (PCB) and PBB   | C              |
| 7. Oily or greasy unspecified wastes not suspected to be contaminated with PCBs or pesticides         | C              |
| 8. Inorganic bases, alkali and caustic wastes, Amines and Hydrazine                                   | D              |
| 9. Radioactive materials<br>Call OERS 1-800-452-0311  | E              |
| 10. Etiological materials<br>Call the National Center for Disease Control 404-329-3534 for assistance | A, B & C       |
| 11. Unknowns  | A, B & C       |

## WARNING

Decon solutions should be considered skin irritants and skin contact should be avoided. Breathing vapors, especially while mixing solutions is hazardous; wear SCBA. Decon chemicals should always be added to water, never the other way around. If solutions are splashed into eyes, flush with water for 15 minutes, minimum. MSDS's for decon chemicals are kept with the Resource Officer.

Five general purpose decon solutions are available for the eleven general chemical groups listed above. Chemical groups calling for more than one solution should be mixed and applied separately, thoroughly rinsing the suit with water after each application. All chemical compounds are of commercial grade. Decon solutions should be stirred thoroughly with a plastic spoon. Mixing instructions are as follows:

### Decon Solution A

A solution containing 5% Sodium Carbonate and 5% Trisodium Phosphate in water.

Mix one 2 lb. container of Sodium Carbonate and two 2 lb. containers of Trisodium Phosphate with 5 gallons of water.

### Decon Solution B

A solution containing 10% Calcium Hypochlorite (HTH) in water.

Mix one 2 lb. container of Calcium Hypochlorite with 5 gallons of water.

### Decon Solution C

A solution containing 5% Trisodium Phosphate in water.

Mix two 2 lb. containers of Trisodium Phosphate with 5 gallons of water.

### Decon Solution D

A solution of 1% Hydrochloric Acid in water.

Carefully mix two 250 ml. containers of Hydrochloric Acid with 5 gallons of water.

### Decon Solution E

A solution of concentrated laundry detergent in water.

Mix one 2 lb. container of concentrated laundry detergent with 5 gallons of water.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. XI

Subject: Putting Equipment Back Into Service

Revised:

Effective:

The Team Leader has several options to deal with tools, clothing, equipment, etc. that has been contaminated at the scene.

If it is determined that decon personnel were unable to thoroughly decon the items in question, the Team Leader may choose to have the clean-up contractor dispose of them immediately or temporarily hold the items at an approved storage site until it can be determined whether or not to dispose of them. All items should be sealed in plastic bags and identified as district property. All items should be inventoried and signed for by the Hazardous Materials Team Leader and the clean-up contractor at the scene.

If it is determined that decon was adequate for surface contamination but there is concern about suit permeation, the suspect items should be prepared as above and returned to the station for testing and further decontamination.

If it is determined that both surface and permeated contamination has been removed, the suit, equipment, etc. may be put back into service. In most cases, disposable over clothing should be disposed of by the cleanup contractor, rather than reused. Monitoring equipment, such as the MSA 260, should be placed in plastic bags (with only the detection probe exposed) to prevent contamination.

Large pieces of equipment, such as vehicles, should be deconned at the scene by high pressure water washers or steam. Chemical decon methods (neutralization) may also be necessary.

Decon equipment, i.e., shower, pools, brushes, pads, etc. normally should be removed and disposed of by the clean-up contractor. If the Decon Officer determines that it is possible to decontaminate some of the decon equipment, he must work out the specific procedures to do so with the Team Leader, Resource Officer, and technical advisors.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. XII

Subject: Hazardous Materials Team  
Member Job Description

Revised:

Effective:

## GENERAL JOB DUTIES:

The job duties of the Hazardous Materials (Haz Mat) Team Member shall include responding to emergencies which may involve potential or actual releases of hazardous materials. Team members will perform the necessary functions to mitigate and/or control the hazards to human health, property or the environment, in a safe and controlled manner, according to the HM-50 Standard Operating Guidelines and nationally accepted standards.

At times, team members may be required to wear personal protective equipment during the performance of his/her duty. The most extreme case would be the wearing of a self-contained breathing apparatus and a totally encapsulating chemical protective suit, during summer/winter temperature extremes.

## TRAINING REQUIREMENTS:

Team members are required to meet minimum training standards as described in the Hazardous Materials Response Team Standard Operating Guidelines. These training standards are not intended to be all inclusive. Additional training requirements will be necessary as the team develops. To be considered an active member of the Hazardous Materials Team, team members must complete and maintain a minimum Hazardous Materials Level II training certification by the end of their second year of assignment to the team.

## ADDITIONAL REQUIREMENTS:

To be considered for assignment to the Hazardous Materials team, the individual must be an employee of Multnomah County or the City of Gresham.

Applications for assignment to the Hazardous Materials Team are taken on an as-need basis. Team membership is limited by training and fiscal constraints, as well as by the applicant's ability to pass a physical



examination. Applications are prioritized and selected according to their qualifications and the needs of the team.

To be relieved from assignment to the Hazardous Materials Team, the employee must give written notice to the Team Leader.

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. XIII

Subject: Hazardous Materials Team  
Member Medical Surveillance

Revised:

Effective:

This guideline shall be instituted and cover those Hazardous Materials Response Team members who respond and operate in emergency situations where a release of hazardous materials has occurred or the potential for release exists.

## REQUIRED MEDICAL EVALUATION SCHEDULE

Hazardous Materials Team members will not respond to incidents involving Hazardous Materials until medical evaluation has been completed.

1. Upon acceptance to the Hazardous Materials Team, members will submit to a baseline medical evaluation.
2. Surveillance medicals will occur a maximum of every twelve (12) months.
3. At termination of employment or reassignment to an area where an employee would not be covered by these requirements (evaluation not necessary if employee has been evaluated within six (6) months.)
4. As soon as possible upon notification by an employee that the employee has developed signs or symptoms indicating possible over exposure to hazardous substances or health hazards, or that the employee has been injured or exposed above the permissible exposure level in an emergency situation.
5. At more frequent times if the examining physician determines that an increased frequency of examination is medically necessary.

## PHYSICIANS WRITTEN OPINION

A written opinion by the examining physician as to the results of the medical evaluation shall be provided to the Hazardous Materials Team member and the team medical officer and will be maintained in the employees file and will apply only while the employee is responding with or involved in Hazardous Materials Team duties. The written opinion shall contain the following:

1. The physicians opinion as to whether any medical conditions that would place the employee at increased risk to the employees health, from work in hazardous waste, emergency response or respirator use exists.
2. The physicians recommended limitation upon the employees work as a Hazardous Materials team member.
3. Any medical conditions that in the opinion of the physician require more medical attention.
4. Employee and physician signature and date.

#### CONTENT OF MEDICAL EXAMINATIONS

1. Medical and work history with special emphasis on symptoms related to the handling of hazardous substances and health hazards and to the fitness for duty including the ability to wear personal protective equipment which may include self-contained breathing apparatus, fully encapsulated suits, and extreme climatic conditions that may exist at an incident.
2. Past medical examinations information.
3. Pulmonary function test.\*
4. Chest x-ray (not required if employee has been x-rayed during the last twelve (12) months unless requested by examining physician.
5. EKG treadmill stress test (age 35 or over repeat every two (2) years.)
6. Blood chemistry including liver function tests.\*
7. Complete blood count.\*
8. Urinalysis (to include search for heavy metals).\*

If the examining physician wishes to perform more tests because of information resulting from the examination, notification will be made via documentation on the medical certificate.

#### PHYSICIAN GUIDANCE - DETERMINATION OF FITNESS FOR DUTY

Hazardous Materials Team members are often required to perform strenuous tasks (e.g., moving 55-gallon drums) and wear personal protective equipment, such as respirators and protective clothing, that may cause heat stress and other problems. To ensure that employees are able to meet work requirements, the physician's determination of fitness for duty should include:

- \* Annual Test

## 1. Medical History

- A. Review past illnesses and chronic diseases (particularly atopic diseases such as eczema and asthma, lung diseases and cardiovascular disease).
- B. Review symptoms, especially shortness of breath or labored breathing on exertion, other chronic respiratory symptoms, chest pain, high blood pressure and heat intolerance.
- C. Identify individuals who are vulnerable to particular substances (e.g., someone with a history of severe asthmatic reaction to a specific chemical).
- D. Record relevant lifestyle habits (e.g., cigarette smoking, alcohol and drug use) and hobbies (e.g., jewelry making, painting).

## 2. Medical Evaluation

- A. Conduct a comprehensive medical evaluation of all body organs, focusing on the pulmonary, cardiovascular and musculoskeletal systems.
- B. Note conditions that could increase susceptibility to heat stroke, such as obesity and lack of physical exercise.

## 3. Ability to Work While Wearing Personal Protective Equipment

- A. Disqualify individuals who are clearly unable to perform based on the medical history and evaluation (e.g., those with severe lung disease, heart disease or back or orthopedic problems).
- B. Note limitations concerning the worker's ability to wear personal protective equipment.
- C. Request additional testing (e.g., chest x-ray, pulmonary function testing, electrocardiogram) needed to determine employee's ability to wear personal protective equipment, where necessary.
- D. Base the determination on the individual worker's profile (e.g., medical history and evaluation, age, previous exposures and testing).

# HAZARDOUS MATERIALS RESPONSE TEAM OPERATING PROCEDURE

No. XIV

Subject: Training

Revised:

Effective:

## A. TEAM MEMBER MINIMUM TRAINING REQUIREMENTS (TO BE ASSIGNED TO HM-50)

| <u>Course Titles</u>   | <u>Hours</u> |
|--|--------------|
| 1. Haz Tech I certification  | 30           |
| 2. Haz Mat Protective Equipment/Decontamination  | 8            |
| 3. Haz Mat SOP Familiarization   | 8            |
| 4. Haz Mat Team Response Training  | <u>8</u>     |
|  | 54           |
| 5. Team members must be able to meet HM-50 Hazardous Materials Performance Standards for Team Members.   |              |
| 6. All team members must attend all in-house training unless excused by the Team Leader.   |              |
| 7. All team members must be Haz Tech II certified by the end of their second year of assignment to the team.   |              |
| 8. All training requirements and performance standards must be met before a team member will be allowed to respond to an incident as a functioning member of the Haz Mat team. |              |
| 9. Team members will be under the immediate supervision of the Haz Mat Team Leader while operating at emergency incidents.   |              |
| 10. Every team member must complete a minimum of 48 hours of in-house training annually in blocks of 4 hours per month.  |              |

Pre-requisite: Approval by the Team Leader and team members of HM-50 with final determination to be made by Gresham Fire Chief to be assigned to the Haz Mat Team and function as a Team Member.

**B. HAZ TECH I CERTIFICATION MINIMUM TRAINING REQUIREMENTS**

| <u>Course Title</u>                                      | <u>Hours</u> |
|--|--------------|
| 1. Introduction to Hazardous Materials                   | 2            |
| 2. Recognition and Identification of Hazardous Materials | 3            |
| 3. Hazardous Materials Incident Response                 | 15           |
| 4. Hazardous Materials Safety Considerations             | 6            |
| 5. Hazardous Materials Control Methods and Agents        | <u>4</u>     |
|  | 30           |

6. Competencies relating to Haz Tech I certification must be met before a Haz Mat 50 team member may respond to an incident.

**C. HAZ TECH II CERTIFICATION MINIMUM TRAINING REQUIREMENTS**

| <u>Course Title</u>                                  | <u>Hours</u> |
|--|--------------|
| 1. Flammable & Combustible Hazardous Materials       | 10           |
| 2. Explosive & Toxic Hazardous Materials             | 15           |
| 3. Detection, Patching, Control, and Containment     | 16           |
| 4. Protective Clothing/Equipment and Decontamination | 10           |
| 5. Clandestine Laboratories                          | 2            |
| 6. Emergency Considerations at Fixed Facilities      | 16           |
| 7. Pipeline Emergencies                              | 2            |
| 8. Transportation Emergencies                        | 24           |
| 9. Pesticides and Farm Chemicals                     | 4            |
| 10. Radioactive Materials Emergencies                | 16           |
| 11. Chemistry Basics                                 | <u>30</u>    |
|  | 145          |

12. Team members must be able to meet Oregon Fire Standard and Accreditation Board Hazardous Materials competencies for the above courses.

13. Team members must successfully pass performance standards for the Oregon Fire Standards and Accreditation Board practical task performances for Haz Tech II.

14. Some of the above classes will be taught in-house. Others will require outside classes. All classes must be documented to Haz Mat 50 Team Training Coordinators specification.

15. Above must be completed by the end of their second year of assignment to HM-50.

Pre-Requisite: Haz Mat I certification  
One year experience as a Haz Mat Team Member

D. HAZARDOUS MATERIALS TEAM PERFORMANCE STANDARDS (LEVEL II)

1. The team member shall demonstrate an ability to properly operate all available sampling, detection, and monitoring equipment.
2. The team member shall demonstrate the ability to act effectively as the team Safety Officer.
3. The team member shall demonstrate the ability to operate effectively as a Level A or B entry team member.
4. The team member shall demonstrate the ability to act as the Hazardous Materials Team Leader.
5. The team member shall demonstrate the ability to act as the Team Police or Fire Liaison Officer.
6. The team member shall demonstrate the ability to properly use the Incident Command System.
7. The team member shall demonstrate the ability to act as the Team Logistics Officer.
8. The team member shall demonstrate the ability to effectively use the team's computer software and access other available information systems.
9. Above must be completed by the end of their second year of assignment to HM-50.

E. HAZ MAT III CERT. MINIMUM TRAINING REQUIREMENTS PERFORMANCE STANDARD

| <u>Course Title</u>   | <u>Hours</u> |
|---|--------------|
| 1. Incident Report Writing  | 8            |
| 2. Incident Command   | 14           |
| 3. Hazardous Materials Response Resources   | 12           |
| 4. Hazardous Materials Regulations  | 30           |
| 5. Evacuation Procedures  | 2            |
| 6. Elements of Management   | 16           |
| 7. Basic Chemical Theory/Toxicology   | 30           |
| 8. Documentation  | 8            |
| 9. Purchasing   | <u>2</u>     |
|   | 122          |
| 10. Team members must be able to meet Oregon Fire Standard and Accreditation Boards Hazardous Materials competencies for the above courses. |              |
| 11. All members assigned to the team are required to be Haz Tech III certified within 4 years of their assignment to the team.              |              |

Pre-Requisite: Haz Tech II certification  
Two years experience as a Haz Mat Team Member

F. HAZARDOUS MATERIALS SUPERVISOR MINIMUM TRAINING REQUIREMENTS

| <u>Course Title</u>  | <u>Hours</u> |
|--|--------------|
| 1. Principles of Fire Protection Management  | 30           |
| 2. Fire Personnel Management   | 30           |
| 3. Organization for Fire Protection  | <u>30</u>    |
|  | 90           |
| 4. Individual shall meet the prescribed competencies from the Fire Standards and Accreditation Board for the above subject area. |              |

Pre-Requisite: Haz Tech III Certification



## APPENDIX

**DISTRIBUTION**

1-Emergency Management  
2-Sheriff Records  
3-City of Gresham Fire  
4-Oregon Health Dept.

Copies Made By:

**RECORDS USE ONLY**

INC/\_\_\_\_\_  
OFF/\_\_\_\_\_  
NAM/\_\_\_\_\_  
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PREM/\_\_\_\_\_

NO FURTHER COPIES NEEDED.

**MULTNOMAH COUNTY/CITY OF GRESHAM  
HAZARDOUS MATERIALS UNIT  
INCIDENT REPORT FORM**

**REPORT NUMBERS:**

Fire:  
Sheriff:  
Police:  
EMS:  
Other:

**RESPONSE TIMES:**

Date of Response:  
Time Paged:  
Time Responded:  
Time Arrived On-Scene:  
Time Cleared Scene:  
Time In-Quarters:

## INCIDENT BRIEFING

### CALL INFORMATION:

Requesting Agency:  
Telephone Number:  
Incident Commander/Contact Person:

### SCENE INFORMATION:

Scene Location:  
Business Name:(if needed)  
Type of Premises:(See Records list)

### TYPE OF INCIDENT:

#### Spill:

Type of Container:  
Product Form:  
Labels on Container:

#### Leakage:

Type of Container:  
Product Form:  
Labels on Container:

#### Purposeful Dump:

Type of Container:  
Product Form:  
Labels on Container:

#### Transportation Accident:

Mode of Transportation:  
Vehicle I.D. Numbers:  
Placards on Vehicle:  
Name of Carrier:  
Name of Shipper:

#### Drug Lab:

P-2-P/Methylamine  
P-2-P  
Ephedrine/Thionyl Chloride/Hydrogen  
Ephedrine/Red Phosphorus/Hydriotic  
Other

#### Fire:

#### Chemical Pick-up:

### ACTIONS TAKEN PRIOR TO ARRIVAL:

Completed by  
Team Leader

## MAP SKETCH

Completed by  
Team Leader

## INCIDENT OBJECTIVES

General Control Objectives: (Include alternatives)

1.

2.

3.

4.

5.

WEATHER FORECAST:

Temperature:

Wind Speed:

Humidity:

Description:

Wind Direction:

SAFETY MESSAGE:

Completed by  
Team Leader

## ORGANIZATION ASSIGNMENT LIST

### 1. INCIDENT COMMANDER AND STAFF--

Incident Commander:

Public Information Officer:

### HM50 LEADER AND STAFF--

Team Leader:

Safety/Medical Officer:

Decon team:

Police Liaison Officer:

Medical Section Officer:

Operations Section Officer:

Entry team:

Back-up team:

Logistics Section Officer:

Equipment team:

### 2. RESPONDERS ON-SCENE:

Local Agencies -

Representatives Name

Fire -

District

City of

Police -

Sheriff

City of

EMS -

Rescue #

Ambulance Co -

State Agencies -

Enforcement -

DEQ

Health Dept

DOE

OSP

Resources/Information -

State Fire Marshal

Hwy Dept

Dept of Agric

Fish & Wildlife

State Forestry

OSHA

Federal Agencies -  
Enforcement -  
    Coast Guard  
    EPA  
    Nuclear Regulatory  
Resources/Information -  
    DOT  
    FEMA  
    US Forest Service  
    Federal Aviation  
    NTSB  
    FBI  
    DEA

Technical Assistance -  
    Company Representative

Clean-up Company

Railroad

Specialized Team

Other

## HM 50 DIVISION ASSIGNMENT LIST

### HM50 Unit:

#### Team Leader:

Medical/Safety Officer:

Police Liaison Officer:

Medical Section Officer:

Operations Section Officer:

Logistics Section Officer:

### Special Instructions Received/Issued:

### Resources Requested:

### Communications Summary:

#### System

#### Channel/Frequency

Incident Commander:

HM50 Team Leader:

Command Divisions:

Fire -

Police -

EMS -

Public Works -

Completed by  
Team Leader



TEAM LEADER

UNIT LOG

Time

Activity

Completed by  
Team Leader

## WASTE DISPOSAL DISPOSITION

Responsible Party for Disposal:

Disposal Instructions from DEQ:

Disposal Accepted By:

Remarks:

Completed by  
Team Leader

## **SAFETY SECTION ASSIGNMENT LIST**

### **Safety Section:**

**Safety Officer:**

**Decon Team:**

### **Notifications Made:**

**MRH**

**Poison Control**

**HEAR**

### **Special Instructions Received/Issued:**

### **Resources Needed/Requested:**

### **Communications Summary:**

**Incident Commander:**

**HM50 Team Leader:**

**Command Divisions:**

**Fire -**

**Police -**

**EMS -**

**Public Works -**

**Other -**

**System**

**ChannelFrequency**

**Completed by  
Safety Officer**

**SAFETY SECTION**

**UNIT LOG**

**Time**

**Activity**

**Completed by  
Safety Officer**

**MEDICAL PLAN**

**A. Ambulance Services Available**

**Name**

**ALS/BLS**

**ETA**

**B. Closest Hospitals**

**Name**

**Phone**

**Emergency Medical Procedures:**

**Completed by  
Safety Officer**

**HM 50 TEAM**

**EXPOSURE RECORDS - Entry Team Member #1**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Run #: \_\_\_\_\_ Location: \_\_\_\_\_  
ENVIRONMENTAL: Temperature: \_\_\_\_\_ Humidity %: \_\_\_\_\_ Wind: \_\_\_\_\_

**PRE-ENTRY MEDICAL HISTORY:**

Nausea: Yes No Headache: Yes No Muscle soreness: Yes No  
Skeletal soreness: Yes No Visual Acuity: Yes No  
Skin abnormalities: Yes No (Note changes in comments below)

**VITAL SIGNS:**

| TIME: | WEIGHT | PULSE | B/P | TEMP. | RESP. |
|-------|--------|-------|-----|-------|-------|
|-------|--------|-------|-----|-------|-------|

---

PRE-ENTRY

---

WORKING

---

---

---

---

WORK COMPLETED

---

All Protective equipment worn/used:

Chemical worked with:

Type of exposure (e.g., none, ingested, skin contact):

Why exposed (e.g., improper equipment, faulty equip., wind change):

Duration work with chemical:

Decontamination procedures used:

Medical aid given: Yes No (If yes, complete and attach  
Prehospital Care Report).

Comments:

Completed by  
Safety Officer

**HM 50 TEAM**

**EXPOSURE RECORDS - Entry Team Member #2**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Run #: \_\_\_\_\_ Location: \_\_\_\_\_  
ENVIRONMENTAL: Temperature: \_\_\_\_\_ Humidity %: \_\_\_\_\_ Wind: \_\_\_\_\_

**PRE-ENTRY MEDICAL HISTORY:**

Nausea: Yes No Headache: Yes No Muscle soreness: Yes No  
Skeletal soreness: Yes No Visual Acuity: Yes No  
Skin abnormalities: Yes No (Note changes in comments below)

**VITAL SIGNS:**

| TIME: | WEIGHT | PULSE | B/P | TEMP. | RESP. |
|-------|--------|-------|-----|-------|-------|
|-------|--------|-------|-----|-------|-------|

---

PRE-ENTRY

---

WORKING

---

---

---

---

WORK COMPLETED

---

All Protective equipment worn/used:

Chemical worked with:

Type of exposure (e.g., none, ingested, skin contact):

Why exposed (e.g., improper equipment, faulty equip., wind change):

Duration work with chemical:

Decontamination procedures used:

Medical aid given: Yes No (If yes, complete and attach  
Prehospital Care Report).

Comments:

Completed by  
Safety Officer

**HM 50 TEAM**

**EXPOSURE RECORDS - Back-up Team Member #1**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Run #: \_\_\_\_\_ Location: \_\_\_\_\_  
ENVIRONMENTAL: Temperature: \_\_\_\_\_ Humidity %: \_\_\_\_\_ Wind: \_\_\_\_\_  
**PRE-ENTRY MEDICAL HISTORY:**  
Nausea: Yes No Headache: Yes No Muscle soreness: Yes No  
Skeletal soreness: Yes No Visual Acuity: Yes No  
Skin abnormalities: Yes No (Note changes in comments below)

**VITAL SIGNS:**

| TIME: | WEIGHT | PULSE | B/P | TEMP. | RESP. |
|-------|--------|-------|-----|-------|-------|
|-------|--------|-------|-----|-------|-------|

---

PRE-ENTRY

---

WORKING

---

---

---

---

WORK COMPLETED

---

All Protective equipment worn/used:

Chemical worked with:

Type of exposure (e.g., none, ingested, skin contact):

Why exposed (e.g., improper equipment, faulty equip., wind change):

Duration work with chemical:

Decontamination procedures used:

Medical aid given: Yes No (If yes, complete and attach Prehospital Care Report).

Comments:

Completed by  
Safety Officer



**HM 50 TEAM**

**EXPOSURE RECORDS - Back-up Team Member #2**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Run #: \_\_\_\_\_ Location: \_\_\_\_\_  
ENVIRONMENTAL: Temperature: \_\_\_\_\_ Humidity %: \_\_\_\_\_ Wind: \_\_\_\_\_  
**PRE-ENTRY MEDICAL HISTORY:**  
Nausea: Yes No Headache: Yes No Muscle soreness: Yes No  
Skeletal soreness: Yes No Visual Acuity: Yes No  
Skin abnormalities: Yes No (Note changes in comments below)

**VITAL SIGNS:**

| TIME: | WEIGHT | PULSE | B/P | TEMP. | RESP. |
|-------|--------|-------|-----|-------|-------|
|-------|--------|-------|-----|-------|-------|

---

PRE-ENTRY

---

WORKING

---

---

---

---

WORK COMPLETED

---

All Protective equipment worn/used:

Chemical worked with:

Type of exposure (e.g., none, ingested, skin contact):

Why exposed (e.g., improper equipment, faulty equip., wind change):

Duration work with chemical:

Decontamination procedures used:

Medical aid given: Yes No (If yes, complete and attach  
Prehospital Care Report).

Comments:

Completed by  
Safety Officer

## DECONTAMINATION PLAN

### Recommended Decontamination Procedures:

#### Decontamination Solution Used:

- Solution A: 5% Sodium Carbonate and 5% Trisodium Phosphate in water
- Solution B: 10% Calcium Hypochlorite (HTH) in water
- Solution C: 5% Trisodium Phosphate in water
- Solution D: 1% Hydrochloric Acid in water
- Solution E: Laundry detergent in water

#### Decontamination Procedure Used:

- Station A - Segregated Equipment Drop
- Station B - Initial Rinse
- Station C - Oversuit Removal
- Station D - Decon Wash or Neutralization
- Station E - Final Rinse
- Station F - Primary Suit and SCBA Removal, Level A
- Station G - Primary Suit and SCBA Removal, Level B
- Station H - Attendant's Standby Station
- Station I - Attendant's Suit and SCBA Removal
- Station J - Emergency Decon

**VICTIM MEDICAL INFORMATION**

Name:  
Age:  
Address:  
Telephone:  
Symptoms:

Transporting Ambulance:  
Hospital Taken:  
-----

Name:  
Age:  
Address:  
Telephone:  
Symptoms:

Transporting Ambulance:  
Hospital Taken:  
-----

Name:  
Age:  
Address:  
Telephone:  
Symptoms:

Transporting Ambulance:  
Hospital Taken:  
-----

Name:  
Age:  
Address:  
Telephone:  
Symptoms:

Transporting Ambulance:  
Hospital Taken:  
-----

Name:  
Age:  
Address:  
Telephone:  
Symptoms:

Transporting Ambulance:  
Hospital Taken:

Completed by  
Safety Officer

## OPERATIONS SECTION ASSIGNMENT LIST

### Operations Section:

Entry Team Leader:

Entry Team:

Back-up Team:

Special Instructions Received/Issued:

Resources Needed/Requested:

### Communications Summary:

Incident Commander:

HM50 Team Leader:

#### Command Divisions:

Fire -

Police -

EMS -

Public Works -

Other -

System

Channel

Frequency

Completed by  
Operations Officer

**OPERATIONS SECTION**

**UNIT LOG**

**Time**

**Activity**

Completed by  
Operations Officer

## LOGISTICS SECTION ASSIGNMENT LIST

### Logistics Section:

Logistics Section Officer:

Equipment Unit Officer:

### Notifications Made:

See Notification List

### Special Instructions Received/Issued:

### Resources Needed/Requested:

### Communications Summary:

|                     | <u>System</u> | <u>Channel</u> | <u>Frequency</u> |
|---------------------|---------------|----------------|------------------|
| Incident Commander: |               |                |                  |
| HM50 Team Leader:   |               |                |                  |
| Command Divisions:  |               |                |                  |
| Fire -              |               |                |                  |
| Police -            |               |                |                  |
| EMS -               |               |                |                  |
| Public Works -      |               |                |                  |
| Other -             |               |                |                  |

Completed by  
Logistics Officer

## PRODUCT INFORMATION

### HAZARDOUS MATERIALS:

Shipping Name:

DOT Hazard Class:

Chemical Name:

Manufacture or Shipper:

Consignee and Destination:

Carrier:

Truck Lic. or Railcar #

### PHYSICAL DESCRIPTION:

Liquid Spill or Leak:      Rate\_\_\_\_gpm      Size\_\_\_\_gal\_\_\_\_sq ft

Fuming: Yes   No      Color:      Odor:

Physical or Chemical Reactions:

Container Description and Condition:

### CHEMICAL PROPERTIES:

Specific Gravity \_\_\_\_      Vapor Density \_\_\_\_      PH \_\_\_\_

Boiling Point \_\_\_\_F      Solubility in Water \_\_\_\_%

Vapor Pressure \_\_\_\_psi or mmhg @ \_\_\_\_F      Reactive: Yes   No

With What:

Will it Polymerize:   Yes   No

EXPLOSION HAZARD:    Yes   No

FIRE HAZARD:        Yes   No

Flash Point \_\_\_\_F      Ignition Temperature\_\_\_\_ F

Vapor Density \_\_\_\_      Flammably Range: LEL \_\_\_\_%    UEL\_\_\_\_ %

Toxic Products of Combustion:

Control Runoff:    Yes   No      Let Fire Burn:    Yes   No

Possible Extinguishing Agents:

Reference Materials Used:

Completed by  
Logistics Officer

**PRODUCT INFORMATION - Continued**

|                               |     |     |          |          |    |                   |
|-------------------------------|-----|-----|----------|----------|----|-------------------|
| <b>HEALTH HAZARDS:</b>        |     | Yes | No       |          |    | ppm\mg/m3         |
| Acute Toxic Effect:           |     | Yes | No       | TLV/TWA  |    | _____             |
| Inhalation Hazard:            |     | Yes | No       | TLV/STEL |    | _____             |
| Skin Absorption Hazard:       |     | Yes | No       | IDLH     |    | _____             |
| Skin Contact Hazard:          |     | Yes | No       | PEL      |    | _____             |
| Chronic Toxic Effect:         |     | Yes | No       |          |    |                   |
| Carcinogen:                   | Yes | No  | Mutagen: | Yes      | No | Teratogen: Yes No |
| Public Health Considerations: |     |     |          |          |    |                   |

**ENVIRONMENTAL HAZARDS:**      Yes    No

**Hazardous to Aquatic Life: Yes No Ground Water Hazard: Yes No**

**DOE/EPA Considerations:**

| SCENE CONTROL:                        |          |       | Time  |
|---------------------------------------|----------|-------|-------|
| Initial Isolation Distance (Hot Line) | _____ Ft | _____ | _____ |
| Reassessed                            | _____ Ft | _____ | _____ |
| Initial Evacuation Distance           | _____ Ft | _____ | _____ |
| Reassessed                            | _____ Ft | _____ | _____ |

**DECONTAMINATION & PPE:**

|                 |                 |                |                  |
|-----------------|-----------------|----------------|------------------|
| Decon Stations: | Equipment Drop  | Shower Rinse   | Oversuit Removal |
|                 | Neutralization  | Final Rinse    | Primary suit -   |
|                 |                 |                | Level A          |
|                 | Standby Station | Attn Suit Rem. | Primary suit -   |
|                 |                 |                | Level B          |

**Decon Area Location:**

Decon Solutions:      A      B      C      D      E

Entry Team Level Protection: A B  
Suit: Gloves: Other:

Decon Team Level Protection: A B  
Suit: Gloves: Other:

**Reference Materials Used:**

Completed by  
Logistics Officer



LOGISTICS SECTION

UNIT LOG

Time

Activity

Completed by  
Logistics Officer

## INCIDENT RADIO COMMUNICATIONS PLAN

Incident Location:

| System | Channel | Function | Frequency | Assignment |
|--------|---------|----------|-----------|------------|
|--------|---------|----------|-----------|------------|

Completed by  
Logistics Officer

# **AGENCY NOTIFICATION LIST**

| Agency                            | Name       | Time            |
|-----------------------------------|------------|-----------------|
| Multnomah County OEM              | (255-3600) | Penny Malmquist |
| Local -                           |            |                 |
| Police -                          |            |                 |
| BOEC                              | (760-7950) |                 |
| Dispatch Center                   |            |                 |
| Sheriff                           |            |                 |
| City of                           |            |                 |
| Medical -                         |            |                 |
| EMS Dispatch                      | (760-7950) |                 |
| MRH                               | ( )        |                 |
| Poison Control                    | (255-8968) |                 |
| Health Officer                    |            |                 |
| State -                           |            |                 |
| Oregon Emergency Response System: |            |                 |
| (1-800-452-0311)                  |            |                 |
| Emerg. Mngmt. (1-378-4124)        |            |                 |
| Enforcement Agencies -            |            |                 |
| DEQ                               |            |                 |
| Health Dept.                      |            |                 |
| DOE                               |            |                 |
| OSP                               |            |                 |
| Resource/Information -            |            |                 |
| Hwy Dept                          |            |                 |
| Dept of Agric                     |            |                 |
| Forestry                          |            |                 |
| Fish & Wildlife                   |            |                 |
| OSHA                              |            |                 |
| Federal -                         |            |                 |
| National Response Center:         |            |                 |
| (1-800-424-8802)                  |            |                 |
| (240-9301)                        |            |                 |
| Enforcement Agencies -            |            |                 |
| Coast Guard                       |            |                 |
| EPA                               |            |                 |
| Nuclear Reg Comm                  |            |                 |
| Resource/Information -            |            |                 |
| FEMA                              |            |                 |
| DOT                               |            |                 |
| US Forest Ser                     |            |                 |
| Fed Aviation                      |            |                 |
| NTSB                              |            |                 |
| OSHA                              |            |                 |

**Technical Assistance:**

CHEMTREC (1-800-424-9300)

Clean-up Firm

Special Assistance Team

Other

**Comments:**

## HM 50 EQUIPMENT LIST

### Equipment Used:

#### Communications:

- Cellular Phone
- Computer
- HAZ-TRAC
- Haz-line
- OHMTADS
- CHRIS

#### Protective Equipment:

- Suits:
- Boots:
- Gloves:
- Other

#### Monitoring Equipment:

- Combustion meter:
- Oxygen meter:
- Infra-red probeye:
- Radiation meter-alpha:
  - beta:
  - gamma:
- PH tape:
- Draeger tubes:

Hazcat kit:

### Supplies/Tools:

### Equipment Needed/Ordered:

## EQUIPMENT UNIT LOG

Time

Activity

Completed by  
Logistics Officer

## POLICE LIAISON ASSIGNMENT LIST

Police Liaison Officer:

Notifications Made:

BOEC:

Other:

Special Instructions Received/Issued:

Resources Needed/Requested:

Communications Summary:

Incident Commander:

HM50 Team Leader:

Command Divisions:

Fire -

Police -

EMS -

Public Works -

Other -

System

Channel

Frequency

Completed by  
Police Liaison

**POLICE LIAISON**

**UNIT LOG**

**Time**

**Activity**

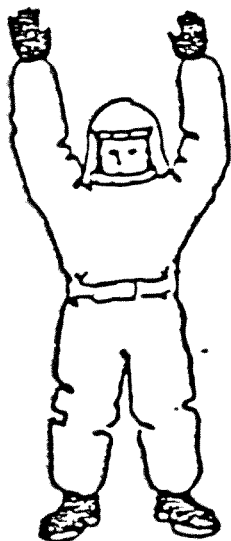
**Completed by  
Police Liaison**



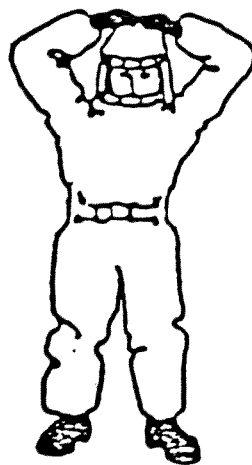
# EMERGENCY HAND SIGNALS

## EMERGENCY HORN SIGNALS:

NO - ONE SHORT  
YES - TWO SHORT  
RESCUE - THREE LONG



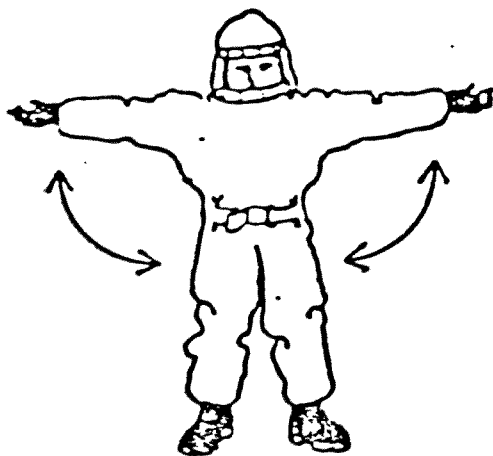
Need Rescue Team



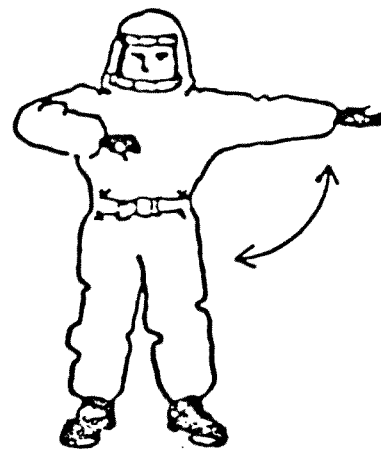
Cannot Hear Or Understand



Emergency, Get Me Out Now!



Yes or OK



No

## CHEMICAL PROTECTIVE CLOTHING SELECTION GUIDE

The types of hazards for which levels A, B, C, and D protection are appropriate are described below:

1. LEVEL A - Level A protection should be used when:

- A. The hazardous substance has been identified and requires the highest level of protection for skin, eyes, and the respiratory system based on either the measured (or potential for) high concentration of atmospheric vapors, gases, or particulates; or the site operations and work functions involve a high potential for splash, immersion, or exposure to unexpected vapors, gases, or particulates of materials that are harmful to skin or capable of being absorbed through the skin;
- B. Substances with a high degree of hazard to the skin are known or suspected to be present, and skin contact is possible; or
- C. Operations are being conducted in confined, poorly ventilated areas, and the absence of conditions requiring Level A have not yet been determined.

2. LEVEL B - Level B protection should be used when:

- A. The type and atmospheric concentration of substances have been identified and require a high level of respiratory protection, but less skin protection;
- B. The atmosphere contains less than 19.5 percent oxygen; or
- C. The presence of incompletely identified vapors or gases is indicated by a direct-reading organic vapor detection instrument, but vapors and gases are not suspected of containing high levels of chemicals harmful to skin or capable of being absorbed through the skin.

NOTE: This involves atmospheres with IDLH concentrations of specific substances that present severe inhalation hazards and that do not represent a severe skin hazard; or that do not meet the criteria for use of air-purifying respirators.

3. LEVEL C - Level C protection should be used when:

- A. The atmospheric contaminants, liquid splashes, or other direct contact will not adversely affect or be absorbed through any exposed skin;
- B. The types of air contaminants have been identified, concentrations measured, and an air-purifying respirator is available that can remove the contaminants; and

C. All criteria for the use of air-purifying respirators are met.

4. LEVEL D - Level D protection should be used when:

- A. The atmosphere contains no known hazard; and
- B. Work functions preclude splashes, immersion, or the potential for unexpected inhalation of or contact with hazardous levels of any chemicals.

NOTE: As stated before, combinations of personal protective equipment other than those described for Levels A, B, C, and D protection may be more appropriate and may be used to provide the proper level of protection.

As an aid in selecting suitable chemical protective clothing, it should be noted that the National Fire Protection Association is developing standards on chemical protective clothing. These standards are currently undergoing public review prior to adoption, including:

NFPA 1991 - Standard on Vapor-Protective Suits for Hazardous Chemical Emergencies (EPA Level A Protective Clothing)

NFPA 1991 - Standard on Liquid Splash-Protective Suits for Hazardous Chemical Emergencies (EPA Level B Protective Clothing)

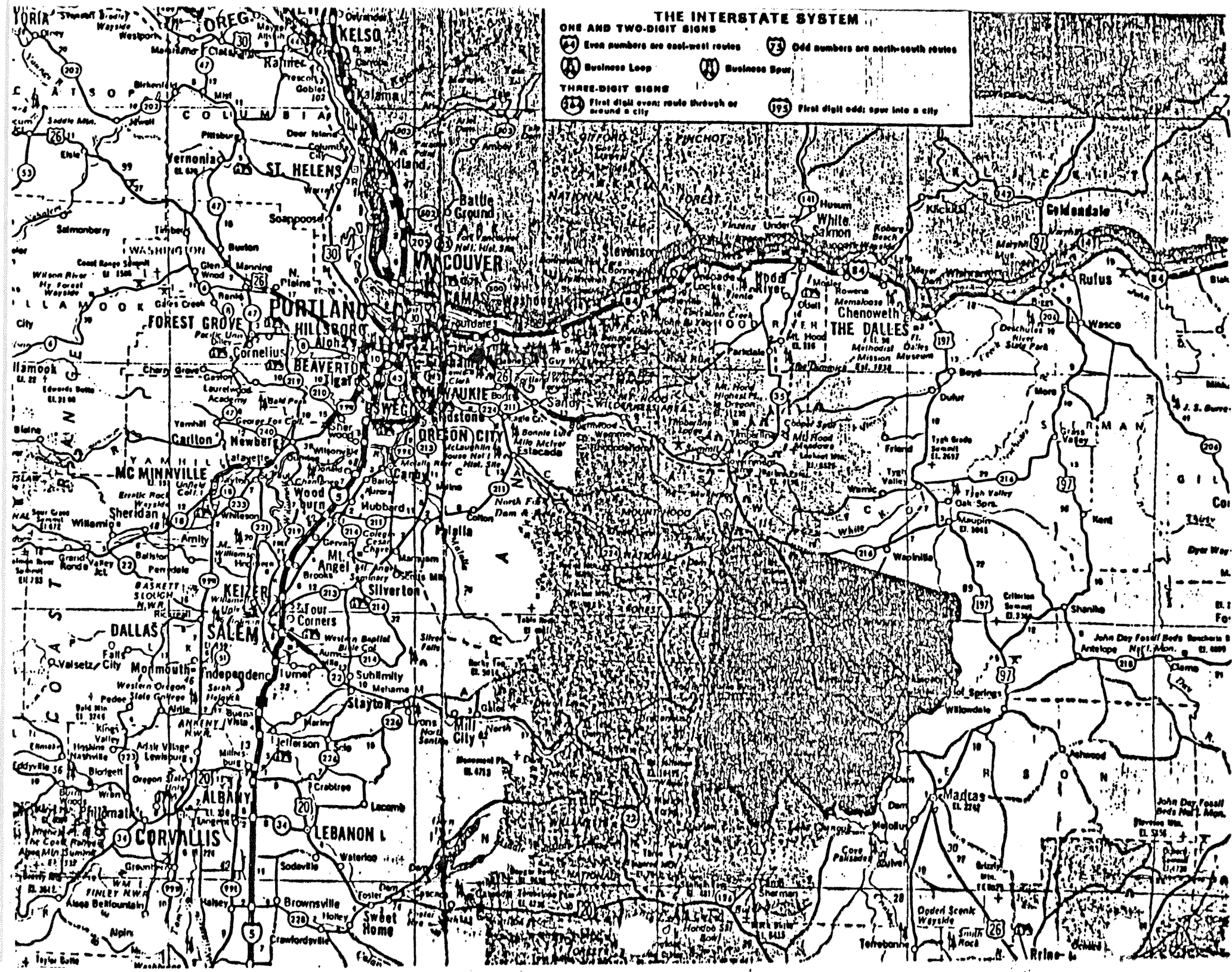
NFPA 1993 - Standard on Liquid Splash-Protective Suits for Non-emergency, Non-flammable Hazardous Chemical Situations (EPA Level B Protective Clothing)

These standards would apply documentation and performance requirements to the manufacture of chemical protective suits. Chemical protective suits meeting these requirements would be labeled as compliant with the appropriate standard. When these standards are adopted by the National Fire Protection Association, it is recommended that chemical protective suits which meet these standards be used.

**APPENDIX B.**

**MAP OF HAZ MAT TEAM REGION**

**195** First digit odd: spur into a city



**APPENDIX C**

**LOCAL GOVERNMENT QUALIFICATIONS STATEMENT**

**Appendix "A"**  
**Proposal Submission Documents**

**LOCAL GOVERNMENT QUALIFICATIONS STATEMENT**

Proposals may be submitted only by local government agencies. This includes, but is not limited to, cities, counties and special function districts. Failure to provide complete information establishing the contractor's local government qualification shall be cause for bid rejection.

**CONTRACTOR INFORMATION:**

Agency Name: Multnomah County

Person to Contact: Chuck Fessler/Penny Malmquist

Phone Number(s): 255-3600

Address: 12240 NE Glisan St.  
Portland, Oregon 97230  
-----

Insurance Carrier(s) Undetermined

Address -----  
-----

Contact Person: -----

Phone Numbers: -----

Comments: -----

Note: If you are submitting an interagency contract proposal, please provide the information requested above for each participating agency.

**Appendix "A"**  
**Proposal Submission Documents**

**LOCAL GOVERNMENT QUALIFICATIONS STATEMENT**

Proposals may be submitted only by local government agencies. This includes, but is not limited to, cities, counties and special function districts. Failure to provide complete information establishing the contractor's local government qualification shall be cause for bid rejection.

**CONTRACTOR INFORMATION:**

Agency Name: \_\_\_\_\_ City of Gresham \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Joe Parrott, Fire Chief \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ 669-2355 \_\_\_\_\_

Address: \_\_\_\_\_ 1333 NW Eastman Ave. \_\_\_\_\_

\_\_\_\_\_ Gresham, Oregon 97030 \_\_\_\_\_

\_\_\_\_\_

Insurance Carrier(s) \_\_\_\_\_ Undetermined \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Comments: \_\_\_\_\_

Note: If you are submitting an interagency contract proposal, please provide the information requested above for each participating agency.



**APPENDIX D**

**EQUIPMENT LIST**

**REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM  
PROPOSED MINIMUM  
SCAT EQUIPMENT STANDARDS**

**Bidder proposes the  
following equipment  
to be provided by  
State or Contractor**

**I LIBRARY (1)**

|           |   |              |              |
|-----------|---|--------------|--------------|
| <b>A.</b> | <b>NFPA Fire Protection Guide on Hazardous Materials</b>                              | <b>--X--</b> | <b>-----</b> |
| <b>B.</b> | <b>Chemical Dictionary</b>  | <b>--X--</b> | <b>-----</b> |
| <b>C.</b> | <b>DOT Guidebook</b>  | <b>--X--</b> | <b>-----</b> |
| <b>D.</b> | <b>GATX Tank Car Manual</b>   | <b>--X--</b> | <b>-----</b> |
| <b>E.</b> | <b>B.O.E. Emergency Handling of Hazardous Materials<br/>in Surface Transportation</b> | <b>--X--</b> | <b>-----</b> |
| <b>F.</b> | <b>Farm Chemical Handbook</b>   | <b>--X--</b> | <b>-----</b> |
| <b>G.</b> | <b>CHRIS Response Methods Handbook</b>  | <b>--X--</b> | <b>-----</b> |
| <b>H.</b> | <b>Firefighters Guide to Hazardous Materials</b>                                      | <b>--X--</b> | <b>-----</b> |
| <b>I.</b> | <b>American Railroad Emergency Action Guide</b>                                       | <b>--X--</b> | <b>-----</b> |
| <b>J.</b> | <b>SAX Manual</b>   | <b>--X--</b> | <b>-----</b> |
| <b>K.</b> | <b>NIOSH (TLVS) Manual</b>  | <b>--X--</b> | <b>-----</b> |
| <b>L.</b> | <b>ACGIH Guidebook (Manual)</b>   | <b>--X--</b> | <b>-----</b> |
| <b>M.</b> | <b>Report Forms</b>   | <b>x</b>     |              |
| <b>N.</b> | <b>Matheson Gas Book &amp; First Aid</b>  | <b>--X--</b> | <b>-----</b> |
| <b>O.</b> | <b>Radiological Health Handbook</b>   | <b>--X--</b> | <b>-----</b> |
| <b>P.</b> | <b>State Clandestine Lab Book - 4th Edition</b>                                       | <b>--X--</b> | <b>-----</b> |
| <b>Q.</b> | <b>State Fire Marshal Haz-Comm</b>  | <b>x</b>     |              |
| <b>R.</b> | <b>Merck Index - 10th Edition</b>   | <b>--X--</b> | <b>-----</b> |
| <b>S.</b> | <b>Regional Resource List</b>   | <b>--X--</b> | <b>-----</b> |

**(1) Equivalent or most current edition for the entire library references.**

## II. MAPS & MISCELLANEOUS EQUIPMENT

|    |  |   |       |
|----|--|---|-------|
| A. | Binoculars and spotting scope, 10 x 50 minimum   | X | ----- |
| B. | Large regional map, topographical (USGS) and Oregon Highway Maps; County & City maps                   | X | ----- |
| C. | Various office supplies (pens, markers, paper, tags)   | X | ----- |
| E. | First aid kit  | X | ----- |
| G. | Traffic cones (10 large size)  | X | ----- |
| H. | Extra batteries  | X | ----- |
| I. | Hand cleaner   | X | ----- |
| J. | Fuel credit cards  | X | ----- |
| K. | Four (4) hand held portable radios - "Intrinsically safe (Minimum four (4) State frequency capability) | X | ----- |
| L. | Mobile Telephone (cellular or business service)  | X | ----- |
| M. | Resuscitation/Ambu bag ( <i>Suggest Resuscitator</i> )   | X | ----- |
| N. | Plastic bags (various sizes)   | X | ----- |
| Q. | Response Plan/Resource List  | X | ----- |
| R. | Barricade tape - 2 color   | X | ----- |
| S. | Two cameras and film (1 35mm & 1 Polaroid)   | X | ----- |
| V. | Four (4) explosion proof flashlights   | X | ----- |
| W. | C.B. radio <sup>(2)</sup>  | X | ----- |
| X. | 1/2" and 3/4" equipment lines (100' each)  | X | ----- |
| Y. | Drinking water container/ice chest   | X | ----- |
| Z. | Weather station (wind; temp; humidity; etc.)   | X | ----- |

## III. PERSONAL PROTECTIVE EQUIPMENT

|    |  |   |       |
|----|--|---|-------|
| A. | Minimum of four (4) level "B" entry suits ( must meet standards of NIOSH/OSHA/USCG/EPA. See EPA Pub. 85-115)           | X | ----- |
| B. | One-piece splash suits (min. of 8 in assorted sizes)   | X | ----- |
| C. | Gloves (Neoprene, Nitrile, Butyl, Viton, disposable, leather, surgical <sup>(1)</sup> , cryogenic; min. of 2 pair each | X | ----- |
| D. | Safety glasses w/side shields (one pr. per member)   | X | ----- |
| E. | SCBA - 60 minute duration (minimum of 4)   | X | ----- |
| F. | Spare SCBA air tanks (minimum of 4)  | X | ----- |
| G. | Disposable foot covers (at least 12 pairs to provide protection from substances that may be encountered)               | X | ----- |
| H. | Chemical resistant boots, one pair per member; Viton, etc.   | X | ----- |

|   |   |       |
|---|---|-------|
| I. Coveralls (disposable, one case minimum)   | X | ----- |
| L. Earplugs (one case minimum)  | X | ----- |
| M. Full ICS pack: vest set, table & chairs, etc)  | X | ----- |
| Q. Full firefighting turnouts with Nomex hoods<br>(one set per team member)                                 | X | ----- |
| P. Nomex jumpsuits (or equivalent; one set per team member)   | X | ----- |
| <b>IV. LEAK CONTROL EQUIPMENT</b>   |   |       |
| A. Essex Basic Patch Kit  | X | ----- |
| <b>V. SUPPRESSION EQUIPMENT</b>   |   |       |
| A. ABC dry chemical extinguishers (Purple K)  | X | ----- |
| <b>VI. TOOLS</b>  |   |       |
| A. Assortment of basic sockets, wrenches, hammers,<br>pliers, screwdrivers, brushes, drill bits, saws, etc. | X | ----- |
| B. Miscellaneous air tools: chisels, drill, cutters, jaws, hole saws  | X | ----- |
| C. Miscellaneous hand saws: hack saw, hand saw, etc.  | X | ----- |
| E. Scissors   | X | ----- |
| F. Shovels - Roundpoint and squarepoint   | X | ----- |
| H. Extra air hose   | X | ----- |
| I. Grounding equipment/Bonding equipment  | X | ----- |
| J. Web strapping  | X | ----- |
| K. Pulaski  | X | ----- |
| L. Axes: pickhead and singlebit   | X | ----- |
| M. Pry bars   | X | ----- |
| N. Bolt cutters   | X | ----- |
| O. Rake   | X | ----- |
| Q. Crowbars   | X | ----- |
| R. Comealong (pulley)   | X | ----- |
| S. Assorted Cribbing  | X | ----- |

**VII. DETECTION EQUIPMENT**

|  |       |       |
|--|-------|-------|
| A. Flammable vapor monitor and O <sub>2</sub> monitors, 2 each | --X-- | ----- |
| B. Radiological monitors                                       | X     |       |
| C. Detection tubes (Draeger Tubes)                             | --X-- | ----- |
| D. Heat scanner  | --X-- | ----- |
| E. Thermometers  | --X-- | ----- |
| F. Chlorine Detection Kit                                      | --X-- | ----- |
| G. HazCat kit or equivalent                                    | --X-- | ----- |
| H. Ammonia and dispenser                                       | --X-- | ----- |
| I. Ph paper  | --X-- | ----- |
| J. Assortment of sampling containers (plastic and glass)       | --X-- | ----- |
| K. Drum sampler  | --X-- | ----- |
| L. Pouch sealer and heat seal bags                             | --X-- | ----- |

**VIII. DECONTAMINATION EQUIPMENT**

|   |       |       |
|---|-------|-------|
| A. Solution ingredients                   | --X-- | ----- |
| B. Brushes                                | --X-- | ----- |
| C. Towels and rags                        | --X-- | ----- |
| D. Containment pools or equivalent        | --X-- | ----- |
| F. Emergency eyewash kit; saline solution | --X-- | ----- |
| G. 3/4" x100' garden hose with nozzle     | --X-- | ----- |

**IX. SPECIAL EQUIPMENT**

|   |       |       |
|---|-------|-------|
| A. Small polycarbonate board with diving pencils or markers | --X-- | ----- |
| B. Plotting board   | --X-- | ----- |
| C. Ultraviolet light  | --X-- | ----- |
| D. FAX (Portable)   | --X-- | ----- |
| E. Micro-cassette (3 ea)                                    | --X-- | ----- |

**X. SCAT VEHICLE**

State will provide SCAT vehicles. Contractors will assist in writing bid specifications.

|   |       |       |
|---|-------|-------|
| A. Emergency response van capable of carrying crew and equipment. | X     |       |
| B. On-board generator and lighting system                         | X     |       |
| C. On-board Apple Macintosh SE30 computer; hard disk; modem; etc. | X     |       |
| D. 320 Channel scanning 2-way radio                               | X     |       |
| E. Indicate if four-wheel drive will be needed (Strongly          | --X-- | ----- |

Recommended)

**STATE OF OREGON  
REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM**

**PROPOSED MINIMUM  
HIRT EQUIPMENT STANDARDS**

**Bidder proposes the  
following equipment  
to be provided by  
State or Contractor**

**I LIBRARY**

|           |   |             |              |
|-----------|---|-------------|--------------|
| <b>A.</b> | <b>NFPA Fire Protection Guide on Hazardous Materials</b>                              | <b>-X--</b> | <b>-----</b> |
| <b>B.</b> | <b>Chemical Dictionary</b>  | <b>-X--</b> | <b>-----</b> |
| <b>C.</b> | <b>DOT Guidebook</b>  | <b>-X--</b> | <b>-----</b> |
| <b>D.</b> | <b>GATX Tank Car Manual</b>   | <b>-X--</b> | <b>-----</b> |
| <b>E.</b> | <b>B.O.E. Emergency Handling of Hazardous Materials<br/>in Surface Transportation</b> | <b>-X--</b> | <b>-----</b> |
| <b>F.</b> | <b>Farm Chemical Handbook</b>   | <b>-X--</b> | <b>-----</b> |
| <b>G.</b> | <b>CHRIS Response Methods Handbook</b>  | <b>-X--</b> | <b>-----</b> |
| <b>H.</b> | <b>Firefighters Guide to Hazardous Materials</b>                                      | <b>-X--</b> | <b>-----</b> |
| <b>I.</b> | <b>American Railroad Emergency Action Guide</b>                                       | <b>-X--</b> | <b>-----</b> |
| <b>J.</b> | <b>SAX Manual</b>   | <b>-X--</b> | <b>-----</b> |
| <b>K.</b> | <b>NIOSH (TLVS) Manual</b>  | <b>-X--</b> | <b>-----</b> |
| <b>L.</b> | <b>ACGIH Guidebook (Manual)</b>   | <b>-X--</b> | <b>-----</b> |
| <b>M.</b> | <b>Report Forms</b>   | <b>x</b>    |              |
| <b>N.</b> | <b>Matheson Gas Book &amp; First Aid</b>  | <b>X</b>    |              |
| <b>O.</b> | <b>Radiological Health Handbook</b>   | <b>-X--</b> | <b>-----</b> |
| <b>P.</b> | <b>State Clandestine Lab Book - 4th Edition</b>                                       | <b>-X--</b> | <b>-----</b> |
| <b>Q.</b> | <b>State Fire Marshal Haz-Comm</b>  | <b>x</b>    |              |
| <b>R.</b> | <b>Merck Index - 10th Edition</b>   | <b>-X--</b> | <b>-----</b> |
| <b>S.</b> | <b>Regional Resource List</b>   | <b>-X--</b> | <b>-----</b> |

**(1) Equivalent or most current edition for the entire library references.**

**II. MAPS & MISCELLANEOUS EQUIPMENT**

|     |   |       |       |
|-----|---|-------|-------|
| A.  | Binoculars and spotting scope, 10 x 50 minimum  | __X__ | ----- |
| B.  | Large regional map, topographical (USGS) and<br>Oregon Highway Maps; County & City maps                           | __X__ | ----- |
| C.  | Various office supplies (pens, markers, paper, tags)  | __X__ | ----- |
| D.  | First aid kit   | __X__ | ----- |
| E.  | Traffic cones (10 large size)   | __X__ | ----- |
| F.  | Extra batteries   | __X__ | ----- |
| G.  | Hand cleaner  | __X__ | ----- |
| H.  | Fuel credit cards   | __X__ | ----- |
| I.  | Four (4) hand-held portable radios - "Intrinsically safe<br>(Minimum four (4) State FIRENET frequency capability) | __X__ | ----- |
| J.  | Mobile Telephone (cellular or business service)   | __X__ | ----- |
| K.  | Resuscitation/Ambu bag ( <i>Resuscitator Suggested</i> )  | __X__ | ----- |
| L.  | Plastic bags (various sizes)  | __X__ | ----- |
| M.  | Response Plan/Resource List   | __X__ | ----- |
| N.  | Barricade tape - 2 color  | __X__ | ----- |
| O.  | Two cameras and film (1 35mm & 1 Polaroid)  | __X__ | ----- |
| P.  | Four (4) explosion proof flashlights  | __X__ | ----- |
| Q.  | C.B. radio (optional)   | __X__ | ----- |
| R.  | 1/2" and 3/4" equipment lines (100' each)   | __X__ | ----- |
| S.  | Drinking water container  | __X__ | ----- |
| T.  | Weather station (wind; temp; humidity; etc.)  | __X__ | ----- |
| U.  | Phone list ("Books")  | __X__ | ----- |
| V.  | First aid kit   | __X__ | ----- |
| W.  | Wheel chocks  | __X__ | ----- |
| X.  | Hi-energy food and instant hot beverages  | __X__ | ----- |
| Y.  | Suit-to-suit communication system   | __X__ | ----- |
| Z.  | Drinking water container  | __X__ | ----- |
| AA. | 1/2" and 3/4" rope  | __X__ | ----- |
| BB. | Hand truck  | __X__ | ----- |
| DD. | Tire pump or SCBA adapter for inflating   | __X__ | ----- |
| EE. | Warning signs (Wood barricades)   | __X__ | ----- |
| FF. | Sterno stove and coffee pot (optional)  | __X__ | ----- |
| GG. | Pagers, one per team member or equivalent   | __X__ | ----- |

### III. PROTECTIVE EQUIPMENT

|    |  |   |       |
|----|--|---|-------|
| A. | Level "A" encapsulated entry suits; three types<br>minimum four suits per type; 12 total         | X | ----- |
| B. | Flash protection for encapsulated suits, min. 4 assorted sizes                                   | X | ----- |
| C. | Encapsulated suits - disposable type(minimum of 12)  | X | ----- |
| D. | Hard hats with face shields<br>(minimum of one per team member)                                  | X | ----- |
| E. | Safety glasses w/side shields (one per team member)  | X | ----- |
| F. | Chemical resistant boots , one pair per team member<br>Non-firefighting type such as Viton, etc. | X | ----- |

### IV. LEAK CONTROL EQUIPMENT

|    |  |   |       |
|----|--|---|-------|
| A. | Chlorine kit "A" (2 each)  | X | ----- |
| B. | Chlorine kit "B" (2 each)  | X | ----- |
| C. | Chlorine kit "C" (2 each)  | X | ----- |
| D. | Absorbent booms or sock, bag sheets<br>minimum of one bundle   | X | ----- |
| E. | Plugging and diking equipment (Petro-seal, aqua<br>seal,"no mixing", "no dryout;" minimum of six each) | X | ----- |
| F. | Extra pails of item (E) (minimum of 12)  | X | ----- |
| G. | Patching kits, assorted.   | X | ----- |
| H. | Assorted plugs   | X | ----- |
| I. | Fiberglass fabric  | X | ----- |
| J. | Assorted pipe unions   | X | ----- |
| K. | Assorted Clamps  | X | ----- |
| L. | Tape - all types   | X | ----- |
| M. | Misc. Silicone, Caulk, plastic steel/rubber adhesive   | X | ----- |
| N. | O rings, nuts and bolts  | X | ----- |
| O. | Lead wool (sheet lead)   | X | ----- |
| P. | Epoxy kits   | X | ----- |
| Q. | Air bag systems: 3 sizes   | X | ----- |
| R. | PVC pipe of misc. size and length for<br>underflow and overflow dams                                   | X | ----- |
| S. | Dome cover clamps (minimum of two)   | X | ----- |
| T. | Plywood and 2 x 4's - Assorted   | X | ----- |
| U. | Misc. Footballs, basketballs and tennis ballsfor use as plugs.   | X | ----- |



**V. SUPPRESSION EQUIPMENT (1)**

- A. Foam - all types and minimum 100 gallons of AFFF
- B. CO<sub>2</sub> extinguishers
- C. Class D extinguishers
- D. ABC dry chemical extinguishers
- E. Foam eductor
- F. Foam generator
- G. Foam application nozzles
- H. Emulsifier

|   |       |
|---|-------|
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |

(1) Readily available to load if needed.

**VI. TOOLS**

- A. Assortment of non-sparking tools (shovel, pliers, screwdriver, pipe wrenches, bung wrenches, etc.)
- B. Shovels - Roundpoint and squarepoint; 2 each
- C. Measuring tape - 100'
- D. Funnels; misc sizes
- E. Rotary rescue saw
- F. Jaws of Life, optional
- G. Easy-outs or stud extractors

|   |       |
|---|-------|
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |

**VII. CONTAINMENT EQUIPMENT**

- A. Small quantities of neutralizer (approx. 50 lb.)
- B. Rolled Visqueen/plastic
- C. One set of steel recovery drums (1-80, 1-55, 1-30, to fit inside the 80 gallon D.O.T. 17-H)
- D. Lab Packs

|   |       |
|---|-------|
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |

**VIII. DECONTAMINATION EQUIPMENT**

- A. Solution ingredients
- B. Brushes
- C. Towels and rags
- D. Containment pool or salvage covers
- E. Decontamination Shower
- F. Emergency eyewash kit
- G. 3/4" x 100' garden hose with nozzle

|   |       |
|---|-------|
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |
| X | ----- |

**IX. SPECIAL EQUIPMENT**

|  |       |       |
|--|-------|-------|
| A. Magnifying glass                                | --X-- | ----- |
| B. Siphon pump - chemical compatible               | --X-- | ----- |
| C. Trouble light and flood lights                  | --X-- | ----- |
| D. Color smoke bombs                               | --X-- | ----- |
| E. Explosion proof fan                             | --X-- | ----- |
| F. Body harness (w/local responder discretion)     | --X-- | ----- |
| G. Tracing dye (solid and liquid)                  | --X-- | ----- |
| H. Portable shelter, tents, etc. depending on area | --X-- | ----- |
| I. Calculator, hand held                           | --X-- | ----- |
| J. Solar blankets (minimum of 24)                  | --X-- | ----- |

|  |       |       |
|--|-------|-------|
| <b>X. HIRT VEHICLE</b> Only one vehicle is needed even though indicated on both  |       |       |
| A. One ton, dual wheel crewcab truck with service body HIRT and SCAT equipment<br>(Must be capable of carrying required crew and equipment) lists. | --X-- | ----- |
| B. Fifth-wheel trailer with rear-ramp, restroom, etc.  |       |       |
| C. On-board 5000 Watt generator and lighting system  | --X-- | ----- |
| D. On-board Apple Macintosh SE30 computer<br>with 80 meg hard disk; 4 meg RAM; modem; etc.   | --X-- | ----- |
| E. 320 Channel scanning 2-way radio  | --X-- | ----- |
| F. Indicate if four-wheel drive feature needed   | --X-- | ----- |

Contractors Note: Optional vehicle designs will be considered by State.

Co-ownership of vehicles by State and Contractors is not permitted. State will purchase the HIRT vehicle and make it available to Contractor. In the alternative, Contractor may supply the vehicle and make it available for State use. State reserves the right to approve any such vehicle prior to use under this contract.

Contractors should describe alternative vehicle proposals in detail, including projected cost schedules based upon hourly rates.

APPENDIX E

TEAM MEMBER RESUMES'

## HAZARDOUS MATERIALS RESUME

NAME: Len A. Malmquist  
TITLE: Fire Marshal  
Hazardous Materials Team Leader  
DATE: January 29, 1990

### HAZARDOUS MATERIALS EXPERIENCE:

January 1, 1978 to April 30, 1980 - Hazardous materials specialist in the Fire Prevention Division of Multnomah County Rural Fire Protection District #10.

May 1978 to July 1979 - Established the Multnomah County/Fire District 10 Regional Hazardous Materials Response Team. This team was the first hazardous materials team in Oregon.

May 1, 1980 to July 31, 1984 - Team Leader for the Multnomah County/Fire District 10 hazardous materials team.

August 1, 1984 to July 1, 1988 - Team Leader for the City of Gresham/Multnomah County Hazardous Materials Response Team. The hazardous materials unit was moved to the City of Gresham when I accepted new employment with the City of Gresham.

January 1, 1990 to Present - Team Leader for the City of Gresham/Multnomah County Hazardous Materials Response Team.

### PROFESSIONAL CERTIFICATIONS:

Instructor at Mt. Hood Community College and Portland Community College in all aspects of hazardous materials.

Instructor certified in hazardous materials for the Fire Standards and Accreditation Board and Bureau of Police Standards and Training in hazardous materials.

Instructor for the National Fire Academy in hazardous materials.

Hold Fire Standards and Accreditation certification as a Haz Tech I, and am awaiting the challenge examinations for Haz Tech II and III.

### PROFESSIONAL AFFILIATIONS:

Served on several committees for the State Fire

Marshals Office on hazardous materials. Training Advisory Committee; Equipment Committee; etc.

Served as Hazardous Materials Chairman for the Oregon Fire Chiefs Association and the Oregon Fire Marshals Association.

Served on the International Association of Fire Chiefs Hazardous Materials sub-committee.

Served on the National Hazardous Materials Response Teams Conference Committee for 3 years.

Served on the Western Fire Chiefs Association Ad Hoc Committee to rewrite Article 80 (Hazardous Materials) in the Uniform Fire Code.

#### EDUCATION:

Over 1,000 hours of hazardous materials training throughout the United States.

## HAZARDOUS MATERIALS RESUME

NAME: Steve Best  
TITLE: Team Training Officer  
DATE: January 29, 1990

### HAZARDOUS MATERIALS EXPERIENCE:

June 1, 1988 to Present - Member of the City of Gresham/Multnomah County Hazardous Materials Response Team.

July 28, 1986 to Present - Regional Radiological Technical Assistant for the State of Oregon.

### PROFESSIONAL CERTIFICATIONS:

State of Oregon certified paramedic.

State of Oregon certified as a RRTA and Radiological Monitor Instructor.

Train-the-trainer instructor for National Fire Academy handoff courses in Recognizing and Identifying Hazardous Materials, Hazardous Materials Incident Analysis, and Hazardous Materials: The Pesticide Challenge.

Fire Standards and Accreditation Board certified as an Instructor II, Haz Tech I, Haz Tech II, and Haz Tech III.

### EDUCATION:

Hazardous Materials Incident Analysis - Feb. 1985

Hazardous Materials: The Pesticide Challenge - April 1985.

Industrial Chemical Safety Seminar - Nov. 1985

RRTA School - July 1986

Radiological Monitoring - Nov. 1986

Chemistry of Hazardous Materials - March 1987

National Hazardous Materials Response Teams Conference - May, 1987

Radiological Emergency Response, Nevada Test Site - May 1987.

Recognizing and Identifying Hazardous Materials - Feb. 1988.

Hazardous Materials for Emergency Responders certificate from Portland Community College - June 1988.

Toxicology of Hazardous Materials - June 1988.

Hazardous Materials Tactic and Strategy - May 1989

MCSO EMPLOYEE TRAINING RECORD

NAME: Pronesti, Sam James DATE OF BIRTH: 10/18/50  
RANK: Deputy SS #  
DATE OF RANK: 1/19/73 DATE OF EMPLOYMENT: 1/19/73  
BPST CERTIFICATION: 4284 DATE OF CERTIFICATION:  
Basic 3/1/74  
Intermediate 9/25/75  
Advanced 10/23/79

| DATE             | HOURS | TRAINING/SCHOOL TITLE/SPONSOR               |
|------------------|-------|---|
| <u>EDUCATION</u> |       |   |
| 6/11/72          |       | BS in Psychology, Portland State University |
| 6/11/72          |       | Certificate in Law Enforcement, PSU         |
| <u>TRAINING</u>  |       |   |
| 6/73             | 694   | Recruit Academy, MCSO                       |
| 6/12/73          | 16    | Breathalyzer Training                       |
| 10/16/73         | 6     | Defensive Driving                           |
| 11/7/73          | 8     | Pursuit Driving                             |
| 1/22/74          | 6     | Night Stick (IST)                           |
| 3/74             | 7     | Senate Bill 80 (IST)                        |
| 4/18/74          | 6     | Controlling Traffic                         |
| 5/16/74          | 6     | Range Training                              |
| 6/20/74          | 6     | ATF   |
| 6/75             | 40    | NTP Training, Menucha                       |
| 10/1/75          | 40    | Crash Injury Management                     |
| 11/5/75          | 4     | Driver Training                             |
| 11/19/75         | 4     | Teargas Training                            |
| 2/17/76          | 7     | Senate Bill 1, New Oregon Traffic Code      |
| 3/24/76          | 4     | Case Preparation, DA/ME                     |
| 4/14/76          | 4     | Investigation of Sex Crimes, Walliker       |
| 6/22/76          | 4     | Firearms Training                           |
| 7/20/76          | 10    | Familiarization Training on Pontiacs        |
| 9/10/76          | 4     | Firearms Training                           |
| 9/25/78          | 4     | Hazardous Materials                         |
| 2/28/78          | 24    | Mobile Digital Terminal Training            |
| 10/80            | 3     | Report forms and format                     |
| 11/12/80         | 8     | Defensive/Pursuit Driving                   |
| 11/18/80         | 4     | Intoxilyzer, OSP                            |
| 9/16/81          | 4     | Psych. LE - Riverside Psych. Hosp.          |
| 12/2/81          | 24    | Abusive Families OJLEA/BPST                 |
| 1/13/83          | 4     | Psycho-Sexual Crimes Investigation          |
| 11/2/83          | 4     | Death Investigation Part I                  |
| 08/86            | 8     | Motorcycle Instruction                      |
| 09/18/86         | 12    | PR-24 Baton Training                        |



| DATE       | HOURS | TRAINING/SCHOOL TITLE/SPONSOR                       |
|------------|-------|---|
| 2/28/86    | 8     | Hazardous Materials Compliance, Enforcement         |
| 4-7-11/86  | 40    | Air Surveillance For Hazardous Materials            |
| 11/25/86   | 3     | Designer/Drug Lab Seminar                           |
| 7/18/86    | 80    | Clandestine Laboratory Investigations               |
| 1987       | 40    | Technical Motor Vehicle Traffic Accident Invest.    |
| 1987       | 40    | At-Scene Motor Vehicle Traffic Accident Invest.     |
| 1/14/87    | 5     | Emergency Response To Radiation Accidents           |
| 6/5/87     | 40    | Adv. Tactics for Hazardous Materials                |
| 6/5/87     | 40    | Hazardous Materials Control Course                  |
| 2/4/88     | 8     | Investigation of Methamphetamine Labs               |
| 3/3/88     | 16    | Cargo Tank Inspections                              |
| 6/22/88    | 2     | Infectious Diseases                                 |
| 7/12/88    | 8     | Recognition and ID of Hazardous Materials           |
| 4/89       | 40    | Safety Systems Disaster Preparedness                |
| 4/5/89     | 16    | Improved Field Sobriety                             |
| 4/6/89     | 4     | Drugs that Impair Driving                           |
| 6/15/89    | 8     | Bomb School-OWLA                                    |
| 6/19-23/89 | 40    | Hazardous Materials School                          |
| 8/89       | 8     | Haz Tech II Test Passed Certification Fire Marshall |

MCSO EMPLOYEE TRAINING RECORD

NAME: Smith, Robert Glenn DATE OF BIRTH: 9/30/47  
RANK: Patrolman SS #  
DATE OF RANK: 10/30/72 DATE OF EMPLOYMENT: 10/30/72  
BPST CERTIFICATION: 4282 DATE OF CERTIFICATION:  
Basic 3/1/74  
Intermediate 3/27/75  
Advanced 5/13/77

| DATE             | HOURS | TRAINING/SCHOOL TITLE/SPONSOR  |
|------------------|-------|--|
| <u>EDUCATION</u> |       |  |
| 7/28/72          |       | B. S. in Criminal Justice, San Jose State University, San Jose, California |
| 5/8/77           |       | Master of Science in Criminal Justice, University of Portland              |
| <u>TRAINING</u>  |       |  |
| 12/72            | 24    | Breathlyzer Training   |
| 6/73             | 2     | Radar Training   |
| 10/16/73         | 6     | Defensive Driving  |
| 11/7/73          | 8     | Pursuit Driving  |
| 11/28/73         | 8     | Fingerprinting   |
| 1/3/74           | 8     | Department Orientation   |
| 3/74             | 7     | Senate Bill 80, IST  |
| 3/21/74          | 4     | OLCC   |
| 3/21/74          | 1     | Felony Car Stops, Searching Female Prisoners                               |
| 4/11/74          | 6     | Patrol Tactics   |
| 5/2/74           | 6     | Pursuit Driving  |
| 5/16/74          | 6     | Range Training   |
| 6/20/74          | 6     | ATF  |
| 11/5/74          | 7     | Search and Seizure Seminar   |
| 1/15/75          | 4     | Bomb, Self Defense, PE   |
| 1/15/75          | 4     | Justice Systems, Report Writing, NTP                                       |
| 1/29/75          | 10    | Cross Training, Vice   |
| 2/24/75          | 4     | Narcotics  |
| 2/24/75          | 4     | Airport PD, Airport Security, Extraditions                                 |
| 2/26/75          | 10    | Cross Training, Vice   |
| 3/12/75          | 4     | DUII, Crowd Control  |
| 3/12/75          | 4     | Hazardous Materials  |
| 3/26/75          | 4     | DWI, Crowd Control   |
| 3/26/75          | 4     | Transportation, Dangerous Materials  |
| 4/9/75           | 4     | Surveillance   |
| 4/9/75           | 4     | Range  |
| 10/1/75          | 40    | Crash Injury Management  |
| 10/29/75         | 4     | Tear Gas Training  |
| 11/12/75         | 4     | Driver's Training  |

Smith, R. G.

| DATE     | HOURS | TRAINING/SCHOOL TITLE/SPONSOR                |
|----------|-------|--|
| 3/2/76   | 7     | Senate Bill 1, New Oregon Traffic Code       |
| 6/1/76   | 4     | Firearms Training                            |
| 10/20/76 | 4     | CPR Training                                 |
| 01/07/77 | 24    | Cargo Tank Compliance & Enf. Course          |
| 11/1/78  | 7     | Commercial Burglary Crime Prevention         |
| 03/14/77 |       | Commercial vehicle/ Dr/ Cargo Safety Insp.   |
| 7/13/79  | 36    | Motorcycle Training                          |
| 11/2/79  | 40    | Motorcycle Course, BPST                      |
| 3/31/80  | 4     | Intoxilyzer Model 4011 and 4011A, OSP        |
| 10/80    | 3     | Report forms and format                      |
| 11/17/80 | 16    | Defensive/Pursuit Driving Instructor         |
| 4/24/81  | 80    | Hazardous Materials - Mult. Co. Emerg. Mgmt. |
| 5/10/81  | 8     | Chemistry of Hazardous Materials             |
| 7/7/82   | 4     | Noise Control                                |
| 10/13/83 | 8     | Dignitary Protection Training                |
| 4/11/86  | 40    | Air Surveillance for Hazardous Materials     |
| 7/1/87   | 4     | Noise Pollution Control                      |
| 10/12/87 |       | Cladestine Laboratory Investigations         |
| 2/4/88   | 8     | Investigation of Methamphetamine Labs        |
| 6/22/88  | 2     | Infectious Diseases                          |
| 9/21/88  | 3     | Designer Drug Lab Seminar                    |
| 10/03/88 | 5     | Emergency Response To Radiation Accidents    |
| 6/05/87  | 40    | Adv. Tactics for Haz. MAT.                   |
| 6/05/87  | 40    | Haz. Mat. Control Course                     |
| 1987     | 40    | Tech. Motor Veh. Traffic Accident Inv.       |
| 1987     | 40    | At Scene Motor Veh. Traffic Acc. Inv.        |
| 3/03/88  | 16    | Cargo Tank School                            |
| 3/25/88  | 40    | Tank Car Safety Course                       |
| 7/12/88  | 8     | Recognition And ID of Haz. Mat.              |
| 6/15/89  | 8     | OWLA Bomb School                             |
| 10/11/89 | 8     | Bus Accident Investigation                   |
| 8/89     |       | Haz Tech II Test/Passed for Certification    |

MCSO EMPLOYEE TRAINING RECORD

|                     |                |                        |          |
|---------------------|----------------|------------------------|----------|
| NAME:               | Graham, Robert | DATE OF BIRTH:         | 11/28/36 |
| RANK:               | Sergeant       | SS #:                  |          |
| DATE OF RANK:       | 7/12/71        | DATE OF EMPLOYMENT:    | 4/1/63   |
| BPST CERTIFICATION: | 00874          | DATE OF CERTIFICATION: |          |
|                     |                | Basic                  | 7/13/72  |
|                     |                | Advanced               | 1/31/75  |

| <u>DATE</u>     | <u>HOURS</u> | <u>TRAINING/SCHOOL TITLE/SPONSOR</u>  |
|-----------------|--------------|---------------------------------------|
| <u>TRAINING</u> |              |                                       |
| 4/8/63          | 160          | Basic Training School                 |
| 1963-68         | 100          | Emergency Squad Training              |
| 4/10/63         | 6            | Defensive Tactics                     |
| 4/26/63         | 10           | Standard First Aid                    |
| 5/1/63          | 14           | Advanced First Aid                    |
| 7/5/63          | 120          | Basic Emergency Squad                 |
| 1964            | 40           | Federal Narcotics School              |
| 4/29/64         | 8            | Pilot Extracation - Military Aircraft |
| 8/25/64         | 4            | Civil Rights Conference - FBI         |
| 1965            | 80           | Accident Investigation - NUTI         |
| 7/12/66         | 8            | Field Instructor Training             |
| 9/7/66          | 4            | "Miranda" Seminar                     |
| 1967            | 24           | Breathalyzer - Department of Health   |
| 5/68            | 8            | Field Instructor School               |
| 10/15/68        | 6            | Field Instructor Training             |
| 10/30/68        | 10           | Defensive Driving                     |
| 11/8/68         | 8            | Search and Seizure Seminar            |
| 10/30/69        | 8            | Defensive Driving                     |
| 12/1/69         | 8            | Field Instructor School               |
| 6/2/70          | 8            | Current Legal Decisions               |
| 10/20/70        | 4            | Bomb Conference - FBI                 |
| 1/25/71         | 16           | Bomb Incident School - BPST           |
| 8/71            | 40           | Family Crisis Seminar                 |
| 4/18/72         | 24           | Homicide and Robbery Investigation    |
| 10/31/72        | 3            | Riot Shotgun Training                 |
| 11/22/72        | 3            | Narcotics Seminar                     |
| 1/8/73          | 80           | Police Supervision School             |
| 3/21/73         | 2            | Robbery Investigation                 |
| 4/5/73          | 4            | Snipers - OWLA                        |
| 12/20/73        | 5            | Homicide Seminar                      |

Graham, Robert

| DATE        | HOURS | TRAINING/SCHOOL TITLE/SPONSOR  |
|-------------|-------|--|
| 3/74        | 7     | Senate Bill 80 (IST)   |
| 7/1/74      | 11    | Officer Survival Course  |
| 11/5/74     | 7     | Search and Seizure Seminar   |
| 1/29/75     | 8     | Officer Survival - FBI   |
| 2/19/75     | 7     | Investigative Training - U of P  |
| 6/75        | 40    | NTP Training - Camp Menucha  |
| 9/26/75     | 32    | National Homicide Institute  |
| 10/25/75    | 55    | Management Training - Otter Crest  |
| 11/13/75    | 4     | Teargas Training   |
| 11/20/75    | 4     | Driver Training  |
| 3/4/76      | 7     | Senate Bill 1 - Oregon Traffic Code  |
| 6/16/76     | 4     | Firearms Training  |
| 12/22/77    | 4     | Police Civil Liability   |
| 11/16/78    | 40    | Crash Injury Management  |
| 12/78       |       | Physical Fitness - Passed push-ups and sit-ups, 1 1/2 mile run - 13 min. 40 sec. |
| Spring 1979 |       | Firearms Qualification Score - 85.2  |
| 6/79        |       | Physical Fitness - Passed push-ups and sit-ups, 1 1/2 mile run - 13 min. 20 sec. |
| Fall 1979   |       | Firearms Qualification Score - 88.8  |
| Spring 1980 |       | Firearms Qualification Score - 87.2  |
| 11/13/80    | 8     | Defensive/Pursuit Driving  |
| 11/17/80    | 4     | Intoxilyzer, OSP   |
| 12/10/80    | 8     | Chemical Weapons (IST)   |
| 2/18/81     | 4     | Noise Ordinance Enforcement, DEQ   |
| 4/24/81     | 80    | Hazardous Materials - Mult Co. Emerg Mgmt.                                       |
| 7/7/82      | 4     | Noise Control  |
| 6/2/82      | 4     | Sexual/Racial Harassment   |
| 9/24/82     | 80    | Motor Carrier Safety Inspection (PUC)  |
| 04/11/84    | 7     | PUC Laws and Regulations   |
| 05/09/84    | 7     | Sgt. Training/Asian-Civil-ORS Update   |
| 01/15/86    | 3     | Sgt. Training/Legal  |
|             |       | Update/Discrimination-Harassment   |
| 11/25/86    | 3     | Designer/Drug Lab Seminar  |
| 11/28/86    | 12    | PR-24 certification  |
| 1/14/87     | 5     | Emergency Response To Radiation Accidents  |
| 6/25/87     | 10    | Substance Abuse Training   |
| 2/4/88      | 8     | Investigation of Methamphetamine Labs  |
| 6/22/88     | 2     | Infectious Diseases  |
| 6/19-30/89  | 40    | Hazardous Material School  |
| 8/89        |       | Test/Passed / Haz Tech II Certification  |

# OFFICER'S TRAINING RECORD

NAME: Crampton, Steven J. DATE OF BIRTH: 5/18/43  
RANK: Deputy SS #:   
DATE OF RANK: 12/28/65 DATE OF EMPLOYMENT: 12/28/65  
BPST CERTIFICATION: 00482 DATE OF CERTIFICATION:  
Basic 7/18/72  
Intermediate 10/4/72  
Advanced 10/4/72

| DATE              | HOURS | TRAINING/SCHOOL TITLE/SPONSOR                                      |
|-------------------|-------|--|
| <u>EDUCATION:</u> |       |  |
| 1966              |       | Eastern Oregon College - BS Degree                                 |
| 1975              |       | Univ. of Portland-M.S.-Admn. Criminal Justice                      |
| <u>TRAINING</u>   |       |  |
| 10/66             | 400   | Metropolitan Police Academy  |
| 3/67              | 30    | Detective Preparation Course                                       |
| 1967              | 12    | Basic Training for Instructors                                     |
| 10/17/68          | 60    | Urban Crisis Seminar   |
| 11/8/68           | 8     | Search and Seizure   |
| 2/24/69           | 8     | Emergency Team Training  |
| 4/5/69            | 4     | Emergency Team Training  |
| 5/69              | 24    | Breathalyzer - Oregon Board of Health                              |
| 5/28/70           | 16    | Defensive Driving Course   |
| 12/9/71           | 20    | Advanced Narcotics Seminar - ONEA                                  |
| 2/72              | 40    | Understanding People Seminar                                       |
| 11/72             | 80    | Accident Investigation - Northwestern University Traffic Institute |
| 1973              | 6     | Weapons Training   |
| 10/9/73           | 6     | Defensive Driving  |
| 11/27/73          | 7     | Fingerprinting   |
| 12/11/73          | 7     | First Aid  |
| 3/74              | 7     | Senate Bill 80   |
| 3/21/74           | 4     | OLCC   |
| 5/30/74           | 6     | Range Training   |
| 11/5/74           | 7     | Search and Seizure Seminar   |
| 3/5/75            | 4     | Defensive Tactics  |
| 3/5/75            | 4     | Hazardous Material Handling  |
| 4/30/75           | 3     | Fatal Investigation Follow-Up                                      |
| 5/14/75           | 10    | Investigation  |
| 6/75              | 40    | NTP Training - Camp Menucha  |
| 10/1/75           | 40    | CIM  |
| 10/24/75          | 55    | Management Training - Otter Crest                                  |
| 10/29/75          | 4     | Teargas Training   |
| 11/12/75          | 4     | Driver Training  |
| 3/10/76           | 7     | Senate Bill I, Oregon Traffic Code                                 |
| 3/24/76           | 4     | Case Preparation DA/ME Offices                                     |
| 6/23/76           | 4     | Firearms Training  |

Crampton, Steve

| DATE        | HOURS | TRAINING/SCHOOL TITLE/SPONSOR  |
|-------------|-------|--|
| 11/1/76     | 4     | CPR  |
| 11/29/76    |       | Intoximeter - Board of Health  |
| 2/16/77     | 4     | Fatal Accident Investigation - BPST  |
| 4/6/77      | 4     | Rappelling   |
| 1/13/78     | 40    | Auto Theft Investigation Institute - San Jose  |
| 2/28/78     | 24    | MDT  |
| Spring 1978 |       | Firearms Qualifications Score - 80.8   |
| 6/78        |       | Physical Fitness -<br>Pushups - 20, Situps - 30<br>1 1/2 mile run - 11 minutes, 40 seconds |
| Fall 1978   |       | Firearms Qualifications Score - 84.0   |
| 12/78       |       | Physical Fitness -<br>Pushups - 20, Situps - 30<br>1 1/2 mile run - 12 minutes, 47 seconds |
| Spring 1979 |       | Firearms Qualifications Score - 82.0   |
| Fall 1979   |       | Firearms Qualifications Score - 91.6   |
| 9/13/79     | 12    | CIM Recertification  |
| 9/20/79     | 26    | Advanced Auto Theft Investigation  |
| 4/8/80      | 4     | WSATI Meeting  |
| 5/80/80     | 18    | Advanced Auto Theft Investigation  |
| 10/80       | 3     | Report forms and formats   |
| 11/7/80     | 8     | Defensive/Pursuit Driving  |
| 11/17/80    | 4     | Intoxilyzer, OSP   |
| 7/7/82      | 8     | Noise Control  |
| 3/8/85      | 24    | Cargo Tank Compliance & Enf. Course  |
| 4/5/85      | 72    | Commercial Veh/Dr/Cargo Safety Insp.   |
| 5/3/85      | 80    | Chemistry of Hazardous Materials   |
| 4/11/86     | 40    | Air surveillance for Hazardous Materials   |
| 7/18/86     | 80    | Clandestine Laboratory Investigations  |
| 9/18/86     | 12    | PR-24 Baton Training   |
| 11/25/86    | 3     | Designer/Drug Lab Seminar  |
| 1/14/87     | 5     | Emergency Response To Radiation Accident   |
| 6/5/87      | 40    | Adv. Tactics for Hazardous Materials   |
| 6/5/87      | 40    | Hazardous Materials Control Course   |
| 1987        | 40    | Tech. Motor Vehicle Traffic Acc. Inv.  |
| 1987        | 40    | At-scene Motor Vehicle Traffic Acc. Inv.   |
| 2/4/88      | 8     | Investigation of Methamphetamine Labs  |
| 3/3/88      | 16    | Cargo Tank Inspections   |
| 3/25/88     | 40    | Tank Car Safety Course   |
| 6/22/88     | 2     | Infectious Diseases  |
| 7/12/88     | 8     | Recognition and ID of Hazardous Materials  |
| 6-15-89     | 8     | Bomb School-OWLA   |
| 8/89        | 8     | Haz Tech II Test Passed Certification  |
| 10/11/89    | 16    | Fire Marshall<br>Bus Accident Investigation  |

RESUME  
OF  
PENELOPE GALE MALMQUIST

WORK ADDRESS:

Multnomah County  
Office of Emergency Management  
12240 NE Glisan  
Portland, OR 97230  
503-255-3600

HOME ADDRESS:

2768 NE Liberty Avenue  
Gresham, OR 97030  
503-666-8285

PERSONAL DATA:

|                 |  |
|-----------------|--|
| Date of Birth:  | October 11, 1953                       |
| Marital Status: | Married                                |
| Dependents:     | Mary - 19<br>Len, Jr. - 13<br>Eric - 5 |

EMERGENCY MANAGEMENT & HAZARDOUS MATERIALS EXPERIENCE:

August 24, 1987 to Present -  
Emergency Management Director  
Multnomah County

April 1987 to August 1987 -  
Acting Emergency Management Director  
Multnomah County

July 1, 1984 to April 1987  
Emergency Management Specialist  
Multnomah County

July 3, 1978 to July 1, 1984  
Emergency Management Technician  
Multnomah County

May 1980 to Present  
Logistics Officer  
Multnomah County Hazardous Materials Team

August 24, 1987 to Present  
Hazardous Materials Program Manager  
Multnomah County

February 1978 to August 1987  
Hazardous Materials Program Coordinator  
Multnomah County



September 1975 to July 1978  
Office Assistant II  
Multnomah County Emergency Management

EDUCATION:

**General -**

|                |   |
|----------------|---|
| 1968 - 1971    | Gresham Union High School<br>Gresham, Oregon  |
| Major:         | General Studies & Business  |
| 1971 - 1974    | Mt. Hood Community College<br>Gresham, Oregon   |
| Major:         | Legal Secretary (AA Degree)   |
| 1978 - Present | Mt Hood Community College<br>Gresham, Oregon  |
| Major:         | Fire Science & Hazardous<br>Materials   |
| October 1979   | Completion of Career Development<br>Program<br>Federal Emergency Management<br>Agency |
| August 1989    | Completion of Performance<br>Standards for HazTech II<br>Certification.               |

**Continuing Education -**

|             |  |
|-------------|--|
| 1976 - 1989 | Emergency Management Workshop<br>Oregon Emergency Management<br>Division<br>Bend, Oregon |
| 3/1989      | Contemporary Issues<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland     |

**Special Education -**

Emergency Management --

|               |                             |
|---------------|-----------------------------|
| December 1975 | Career Development Course - |
|---------------|-----------------------------|

1/1990

|                |   |
|----------------|---|
|                | Phase I<br>Defense Civil Preparedness<br>Agency<br>Battlecreek, Michigan                                  |
| April 1978     | Career Development Course -<br>Phase II<br>Defense Civil Preparedness<br>Agency<br>Battlecreek, Michigan  |
| September 1979 | Career Development Course -<br>Phase III<br>Defense Civil Preparedness<br>Agency<br>Battlecreek, Michigan |
| September 1979 | Career Development Course -<br>Phase IV<br>Defense Civil Preparedness<br>Agency<br>Battlecreek, Michigan  |
| March 1983     | Exercise Design<br>National Emergency Training<br>Center<br>Salem, Oregon                                 |
| April 1983     | Formulating Public Policy<br>National Emergency Training<br>Center<br>Multnomah County, Oregon            |
| May 1984       | Legislative Workshop<br>Oregon Emergency Management Div.<br>Salem, Oregon                                 |
| March 1985     | IEMC - Response<br>National Emergency Training<br>Center<br>Multnomah County, Oregon                      |
| March 1988     | Multi-hazard Planning Course<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland             |
| March 1989     | Disaster Preparedness Seminar<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland            |

June 1989

Executive Development  
National Emergency Training  
Center  
Emmitsburg, Maryland

Computer Training --

July 1979

Basic Computer Theory  
Beaverton, Oregon

|               |  |
|---------------|--|
| March 1985    | Computer Concepts<br>Mt Hood Community College<br>Gresham, Oregon                            |
| April 1986    | IEMIS I - Phase I<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland           |
| April 1986    | IEMIS I - Phase II<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland          |
| February 1987 | Evacuation Planning<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland         |
| April 1987    | IEMIS II - Geobased Mapping<br>National Emergency Training<br>Center<br>Emmitsburg, Maryland |

Hazardous Materials Training --

|                |   |
|----------------|---|
| July 1978      | RADEF Officer<br>Defense Civil Preparedness<br>Agency<br>Salem, Oregon                                  |
| November 1978  | Handling Hazardous Materials<br>Emergencies<br>NFPA<br>Gresham, Oregon                                  |
| August 1978    | Basic Radiological Defense<br>Defense Civil Preparedness<br>Agency<br>Bothell, Washington               |
| September 1980 | Chemistry of Hazardous Materials<br>Hazardous Materials Training<br>Program<br>Multnomah County, Oregon |
| August 1981    | Chemical Hazards Workshop<br>Dept. of the Army<br>Fort Lewis, Washington                                |

|                       |   |
|-----------------------|---|
| October 1981          | Radiological Emergency Response<br>Course - RERO<br>US Dept of Energy<br>Las Vegas, Nevada                            |
| June 1983             | Personnel Protective Safety<br>Course<br>EPA<br>Portland, Oregon  |
| November 1983         | Code of Federal Regulations -<br>49<br>US Dept of Transportation<br>Multnomah County, Oregon                          |
| May 1983, 1985 - 1988 | Hazardous Materials Response<br>Team Conference<br>Montgomery County, Maryland  |
| June 1985             | Hazardous Materials for Incident<br>Commanders<br>Hazardous Materials Training<br>Program<br>Multnomah County, Oregon |
| January 1987          | Emergency Response to Radiation,<br>Accident Course<br>Oregon Dept of Health<br>Portland, Oregon                      |
| July 1987             | Regional Radiological Technical<br>Assistant Course<br>Oregon Dept. of Health<br>Corvallis, Oregon                    |

Incident Command System Training --

|               |  |
|---------------|--|
| August 1987   | Introduction to ICS<br>Gresham, Oregon   |
| February 1988 | ICS - Planning Course<br>Mt. Hood Community College<br>Gresham, Oregon         |
| November 1988 | ICS - Command & General Staff<br>Mt. Hood Community College<br>Gresham, Oregon |

Miscellaneous --

|               |   |
|---------------|---|
| February 1978 | Basic Police Course for<br>Dispatchers<br>BPST<br>Monmouth, Oregon              |
| August 1978   | Environmental Health Course<br>Oregon Emergency Management Div<br>Salem, Oregon |
| October 1978  | Technical Report Writing<br>Portland State University<br>Portland, Oregon       |
| May 1980      | Management Film Festival<br>Portland State University<br>Portland, Oregon       |
| December 1982 | Assertiveness & Beyond<br>Portland State University<br>Portland, Oregon         |
| January 1987  | Instructor I<br>National Fire Academy<br>Gresham, Oregon                        |
| July 1988     | Developing Workplans<br>Druian/Lee Associates<br>Portland, Oregon               |
| August 1988   | Basic Personnel Law<br>Portland State University<br>Portland, Oregon            |
| October 1988  | Employment Discrimination<br>Multnomah County, Oregon                           |
| November 1988 | Managing Substandard Performance<br>Multnomah County, Oregon                    |
| December 1988 | Counseling Your Employees<br>Portland State University<br>Portland, Oregon      |
| December 1988 | Coaching & Counseling Skills<br>Padgett/Thompson<br>Portland, Oregon            |

**PROFESSIONAL AFFILIATIONS:**

|                |   |
|----------------|---|
| 1988 - Present | Member<br>Oregon Hazardous Materials Team<br>Association  |
| 1975 - Present | Member<br>Oregon Emergency Management<br>Association  |
| 1975 - Present | Member<br>National Coordinating Council<br>on Emergency Management  |
| 1986 - 1987    | Member<br>Legislative Subcommittee for<br>Hazardous Materials Training<br>Program<br>Oregon Fire Chiefs & Oregon<br>Emergency Management Assoc. |
| 1986 - 1987    | Member<br>Legislative Subcommittee for an<br>Incident Reporting System<br>Oregon Fire Chiefs & Oregon<br>Emergency Management Assoc.            |
| 1986 - 1987    | Member<br>Subcommittee for a hazardous<br>Materials Training Program for<br>Emergency Managers<br>Oregon Emergency Management<br>Association    |
| 1986 - Present | Member<br>Hazardous Materials Management<br>Advisory Committee<br>Mt. Hood Community College  |
| 1985 - 1988    | Member<br>Hazardous Waste Management<br>Advisory Committee<br>Mt. Hood Community College  |
| 1985 - 1986    | Chair<br>Hazardous Materials Task Force<br>Local Government<br>Emergency Management Advisory<br>Committee                                       |

|             |  |
|-------------|--|
| 1984 - 1985 | Vice-Chair<br>Hazardous Materials Task Force -<br>Local Government<br>Emergency Management Advisory<br>Committee |
| 1982 - 1983 | Treasurer<br>Region X - US Civil Defense<br>Council  |
| 1982 - 1984 | Secretary/Treasurer<br>Oregon Emergency Management<br>Association  |
| 1981 - 1982 | Secretary/Treasurer<br>Region X - US Civil Defense<br>Council  |
| 1980 - 1981 | Chair<br>Program Committee<br>Oregon Emergency Management<br>Association   |



## OVERVIEW OF PROFESSIONAL EXPERIENCE:

Have worked in the Office of Emergency Management, Multnomah County, Oregon Since 1975. I am the Emergency Management Director and have responsibilities which cover a full range of program direction for the planning, development, implementation and evaluation of a county side multi-agency emergency and disaster operations and management program.

Administered a \$136,500 research contract from the Federal Emergency Management Agency in 1979 for a "Total Hazardous Materials Management System" which included the first time use of a computer system aboard a mobile response unit and a multi-agency response team in the United States. Part of the responsibilities of administering the program included co-authoring a book entitled "Hazardous Materials Management System - A Guide for local Emergency Managers" in which over 4,000 copies have been distributed nationwide.

I manage the Multnomah County Hazardous Materials Response Program and have served as a team member since 1979.

Assisted in the development and implementation of several pieces of hazardous materials legislation for the 1986 Oregon Legislative Assembly.

Consulted with the National Emergency Management Institute for the development of a hazardous materials training program for Command Center personnel.

Have coordinated and conducted several hazardous materials courses for all types of emergency responders.

Worked in the development of skills and competencies for hazardous materials response team personnel with the Oregon State Fire Marshal's Office as well as the development of a hazardous materials training program for emergency managers and EOC personnel with the Oregon Emergency Management Division.

Thomas Davis  
1438 S.E. 174th  
Portland, Oregon 97030

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**Work Experience:**

Presently employed at Multnomah County Office of Emergency Management where my duties include Business and Industry planning to comply with Sara Title III, responding as a member of the Multnomah County/Gresham hazardous materials response team, facilitating meetings with business and industry representatives and assisting in the training of first responders

April 1979 - February 1988.  
Riedel Environmental Services  
Portland, Oregon  
(503) 285-9111.

Supervisor/Foreman on numerous emergency and remedial actions. During my tenure with R.E.S. I was called on to perform the duties of an E.P.A. on scene coordinator a number of times. I have practical experience in the handling of many hazardous materials including; Dioxin, PCB, Asbestos, and low level radiation.

Manager/Supervisor.

April; 1972 - August 1978  
Various Portland area restaurants.

Worked as a restaurant manager in several restaurants. My duties included; payroll, labor costs, quality control and customer service.

May 1969 - April 1972  
Regional Manager  
Cable Car Inc.  
Oakland, California.

I worked as a restaurant manager and advanced to the position of regional manager in eight months. My duties also included franchise sales. This operation was labor intensive and at any time I could be responsible for as many as 150 people.

May 1967 - May 1969  
Engine Lathe Operator  
Farrel Corporation  
Ansonia, Conn.

Operated a large "chuck" engine lathe which necessitated my use of delicate instrumentation, an ability to read

blueprints and pride in high standards of workmanship.

August 1963 - May 1967  
Musician

During this time I was self employed having my own music group. As the leader of the group I was responsible for bookings, travel arrangements publicity and many other functions required to make this type of endeavour a success.

January 1963 - August 1963  
Baker  
Polly Ann Bakery  
Klamath Falls, Oregon

June 1960 - January 1963  
Apprentice Baker  
Balloch, Scotland

I served my apprenticeship at a small bakery in Balloch. It was my intention to immigrate to America as soon as my apprenticeship was completed.

**Education:**

Presently attending Mount Hood Community College with the intent of transferring to Portland State and receiving a degree in Business Administration.

1957 - 1960  
St. Patrick's High School  
Dumbarton, Scotland

Graduated with the equivalent of a high school diploma. My studies included Algebra, Geometry, Science and French.

1950 - 1957  
St.. Mary's Grammar School  
Alexandria, Scotland

Normal grammar school studies.

**Special Skills and Training:**

Hazardous Materials Technician 1  
U.S.C.G. Licensed Boat Operator. (50 tons unlimited passengers)  
M.S.A. level 2 technician.  
80 hours Chemistry of Hazardous Materials Training.  
S.C.B.A. qualified.  
I.C.S. training at various levels.

Class 1 driver.

Over 400 hours of training in the safe handling of hazardous materials.

Proficient in the operation of many types of heavy equipment. ie; Back-hoe, front-end loaders and drilling equipment.

**Personal:**

I am currently married and have two children, a son and a daughter. Hobbies include golf, fishing, bowling and playing guitar.

NOTE:

Resumes' for team members John Kelly, Gresham Police Department and Ard Pratt, Multnomah Co. Sheriff's Office not available at time of submission.