

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**March 17, 2015**

1. At 9:05 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler was present, Commission Pope was excused.
2. **MINUTES**      **COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO APPROVE THE MINUTES OF MARCH 10, 2015.**

**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM**

3. **DEPARTMENT OF FORESTRY UPDATE** – Mike Totey, District Forester, Jeff Classen, Protection Unit Forester, and Jerrin Robbins, Community Wildfire Forester, gave an annual update on their programs.

Mike Totey explained that the State Forest Field Program is supposed to run off the revenue generated from timber harvest. However, because of the increasing constraints on threatened and endangered species lands, trying to do timber sales, thinnings, and clear cutting to generate revenue is becoming increasingly difficult. Polk County has approximately 6,000 State acres, 1,700 Common School Land acres, and over 40,000 O&C acres. The focus of this program over the next 1-2 years is to salvage the timber land in Benton County that was damaged by an ice storm this last winter.

In the Private Forests Field Program, the Department has transitioned to an online notification program, and now has a kiosk set up in their office to help with getting landowners enrolled. Last year, Hancock sold approximately 11,000 acres to Starker & Hampton, which are both local companies. There is a shortage of seedlings in the local nurseries, making it difficult for reforestation compliance for some landowners, but mostly compliance is high. There are over 30 pieces of proposed legislation dealing with pesticides, and the Department is waiting to see if these will have an impact on current forest management.

With the unusually warm and dry winter that Oregon has experienced so far, and the lack of snow pack in the mountains, the fire season is expected to be very bad this summer. Because a vast majority of fires are human caused, it is likely that public restrictions will be put in place on campfires to mitigate that threat.

The Fuels Reduction program currently has six active grants on the Pioneer Rd. area. Originally, this grant was for 175 Acres, but the Department was able to complete approximately 225 acres. For the next grant cycle, the work will be prioritized around Falls City and Gooseneck Creek/James Howe. Staff is also working to establish the first FireWise education group in Polk County to raise awareness about wildfire risks and prevention.

Jeff Classen presented a request for the Board to reappoint Frank Pender to the Forest Classification Board. This request will be processed through the consent calendar next week.

4. **TOBACCO FREE GROUNDS** – Matthew Stevenson, Tobacco Prevention and Education Program Coordinator, presented a proposed County policy for Polk County properties providing health services to be declared tobacco free (this would include the Academy Building and the West Salem Clinic). Last year, Polk County buildings providing addictions treatment were made tobacco free to comply with Oregon State guidelines, but Matthew would like to actually have a County policy in place to clarify the rules for clients.

**BY CONSENSUS, THE BOARD APPROVED THE TOBACCO FREE POLICY.**

5. **DECLARATION OF SURPLUS PROPERTY** – Greg Hansen, Administrative Officer presented a request for two fleet vehicles, which have been taken out of service, be declared surplus and put up for auction.

**BY CONSENSUS, THE BOARD DECLARED THE 1998 PONTIAC BONNEVILLE, COUNTY ID #C9904 AND THE 2004 CHEVROLET IMPALA, COUNTY ID #C0506 AS SURPLUS PROPERTY.**

6. **RECLASSIFICATION OF AN ACCOUNTING TECHNICIAN I** – Matt Hawkins, Administrative Services Director, requested a reclassification of Kay LeRoy from an Accounting Technician I to a Chief Treasurer Clerk. This reclassification would be effective April 1, 2015 and would be an impact of approximately \$800 for the current fiscal year.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION OF KAY LEROY FROM AN ACCOUNTING TECHNICIAN I TO A CHIEF TREASURER CLERK.**

7. **NEW JOB SPECS, SALARY RANGE, AND RECLASSIFICATION** – Matt Hawkins presented a recommendation for approval of a new job specification for a Public Health Administrator, with a salary range of 46D \$5,050 - \$6,389. The Oregon Revised Statutes lists requirements for this position; however, the County has never used this job title. The new job specification is in line with the current Community Health Supervisor position, held by Katrina Rothenberger, and Matt is recommending that Katrina be reclassified into the Public Health Administrator position. This reclassification would be effective April 1, 2015 and would be an impact of approximately \$800 for the current fiscal year.

**BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATION AND SALARY RANGE FOR THE PUBLIC HEALTH ADMINISTRATOR, AND THE RECLASSIFICATION OF KATRINA ROTHENBERGER FROM THE COMMUNITY HEALTH SUPERVISOR TO THE PUBLIC HEALTH ADMINISTRATOR.**

8. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **SUMMER BBQ** – Matt Hawkins reminded the Board that last year, county staff voted to forego the Holiday luncheon in December and instead do a summer barbeque. The Commissioners agreed that the Dallas city park would be the best location for this event, on a Thursday or Friday from 11-2, sometime in July/August, but not the week of Summerfest. Now that a location has been determined, Matt will begin contacting local caterers for quotes.

Commissioner Ainsworth adjourned the meeting at 10:15 am.

Minutes: Heather Merrill  
Approved: March 24, 2015