

Josephine County Board of Commissioners
Cherryl Walker, Chair; Keith Heck, Vice Chair; and Simon G. Hare, Commissioner
Anne G. Basker Auditorium
600 N.W. Sixth Street, Grants Pass, Oregon

WEEKLY BUSINESS SESSION

Agenda

August 24, 2016, 9:00 a.m.

- 1. ADMINISTRATIVE ACTION(S) IN CONSIDERATION OF:**
 - a. Approval of Position Change for Animal Protection and Regulation**
- 2. REQUESTS/COMMENTS FROM CITIZENS:** *(Each person will be given three (3) minutes to speak)*
- 3. APPROVAL OF CONSENT CALENDAR:**
 - a. Minutes** *(Draft minutes are available for viewing in the Board's Office)*
 - Land Use Hearing – July 18, 2016**
 - County Administrative Workshop – August 4, 2016**
 - Executive Session (Open Session) – August 10, 2016**
 - Weekly Business Session – August 10, 2016**
 - County Administrative Workshop – August 11, 2016**
 - General Discussion – August 16, 2016**
 - b. Order No. 2016-033; In the Matter of Declaring County-Owned Personal Property as Surplus; Disposal by Transfer to Public Agency; Rogue Community College District**
 - c. Resolution No. 2016-055; In the Matter of an Appointment to the Emergency Medical Services Board**
- 4. OTHER:** *(ORS.192.640(1) “. . .notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)*
- 5. MATTERS FROM COMMISSIONERS:**

The Board requests that you follow the rules and procedures for meetings as described in ORDINANCE 92-27, SECTION 7

Meetings shall at all times be orderly and respectful. When permitted, each person shall be given three (3) minutes to speak or such other longer time as may be allowed by the presiding officer. No person shall be heard until he or she states their name and address for the record. The presiding officer may terminate the meeting when necessary or refuse to recognize anyone who:

- a. Is disorderly, abusive or disruptive;
- b. Takes part in or encourages audience demonstrations, such as applause, cheering, display of signs, shouting or other conduct disruptive of the meeting;
- c. Speaks without first receiving recognition from the presiding officer and stating his or her full name and address (when requested); or
- d. Presents irrelevant, immaterial or repetitious comments.

If special physical or language accommodations are needed for this Public Session, please notify the Commissioners' Office at (541) 474-5221 at least 48-hours prior to Session. TDD (Hearing-Impaired) 1-800-735-2900.



Josephine County Board of Commissioners

AGENDA REQUEST FOR BOARD OF COMMISSIONERS

Agenda Requests are due by NOON on Monday of the week scheduled for Administration Workshop
Requests received after that time will be placed on the Administration Workshop agenda for the following week

If sending documents electronically – send to both
twharton@co.josephine.or.us and wwatkins@co.josephine.or.us

REVISED JANUARY 2016

Date Submitted to BCC	08/15/16
Administration Workshop Meeting Date (Thursday)	08/18/16
WBS Meeting Date (Wednesday) <small>Note: Second Wednesday of the month is evening session</small>	

AGENDA TITLE: request for position change: Animal Control

Department/Contact Person (Include Title and Ext. #)	HR/JJ Scofield 5216
Presenter (Include Name and Title)	JJ Scofield HR Director
Background information	The Public Health Dept. would like to reclassify one of their positions from Animal Control Officer, to Lead Animal Control Officer. This would make the department more efficient.
Action you are requesting from the Board	Approve Position reclassification
Reviewed by Finance Director (If yes, Finance's signature required)	Y
Reviewed by Legal Counsel (If yes, Legal's signature required)	
Reviewed by Information Technology (If yes, IT's signature required)	
Total Revenue, Cost, or Pass-Thru Funds to the County	\$300/month
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N
Job description	1	N	N	N	N

DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
- **Additional Signatures Needed on Electronic Documents:** Board staff will retain one document with original Board signatures and return an electronic copy to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed electronic document, one fully executed electronic document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Lead Animal Control Officer
Department: Animal Protection and Regulation
FLSA Status: Non-Exempt
WC Code: 8831
Effective Date: August 11, 2016
Last Revised: August 11, 2016
Pay Grade: A13
Union: AFSCME

SUMMARY

The Lead Animal Control Officer enforces County and City ordinances and state statutes pertaining to licensing and control of domestic animals; investigates citizen complaints involving dog related problems; performs related work as required. An employee in this classification performs work related to domestic animal control and licensing. Work is performed under the general supervision of the Public Health Director or designee who reviews work for adherence to established policies and procedures, as well as to County/City ordinances and state statutes. Incumbents in this classification are required to exercise considerable independent judgment as much of the work is performed in the field or without direct supervisory oversight. An employee in this classification is distinguished from the Animal Control Officer, in that an employee in this position is responsible for planning, scheduling, assigning and overseeing the work performed by Animal Control Officers. This position performs the more difficult animal control work requiring an added measure of skill and experience. In addition, incumbents routinely provide training and assistance to other Animal Control Officers, and assigns and oversee the work performed. Lead responsibilities generally include organizing work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of assigned employees. Lead positions are not responsible, and have no authority, to discipline, hire, terminate or perform formal evaluations of employees; although they may have input into any of these processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Investigates citizen complaints involving dog related problems including nuisance complaints, reports of strays, livestock kills and inhumane treatment of animals; issues citations and warnings; impounds animals as necessary.
2. Apprehends stray, injured and uncontrolled animals; locates owner or transports them to the animal control shelter or veterinarian, if necessary.
3. Investigates reported dog bites; quarantines dogs suspected of having rabies; checks quarantined dogs for the duration of the quarantine period.
4. Checks dogs for current licenses and rabies inoculations; enforces City leash laws.

5. Maintains necessary records and prepares reports regarding animal control activities; presents testimony at hearings as required.
6. Euthanizes animals; maintains/renews necessary permits; maintains strict control of all pharmaceutical products and their use in accordance with Drug Enforcement Administration
7. Maintains training and qualifications for operating a firearm; adheres to all safety standards related to use of firearm.
8. Answers questions from the general public regarding animal shelter policies and procedures; follows up on complaints or refers to the Public Health Director or appropriate Animal Control Officer.
9. Organizes work flow, ensuring adequate tools and/or supplies, and directing, coordinating, monitoring, training, providing feedback, and/or checking the work of animal control officers
10. Able to work a flexible schedule. Some evening and weekend work may be required.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Acts as a lead officer. Supervises and directs day to day duties and training, but does not have authority to hire, fire, or discipline though may have input in process.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required:

Considerable knowledge of animal care, behavior and handling. Considerable interpersonal skills to include conflict management, and problem solving. Some knowledge of the laws and regulations pertaining to animal control and licensing. Must possess knowledge of safety requirements and practices, and ability to exercise precautions in performing responsibilities and overseeing work performed by assigned employees. The ability to communicate effectively both verbally and in writing; deal tactfully and effectively with the general public; establish and maintain effective working relationships with other County departments, law enforcement personnel and other employees; maintain necessary records; and understand and apply laws and regulations pertaining to animal control. Ability to work independently, establish priorities, and organize workload of assigned staff.

EDUCATION AND EXPERIENCE

High school graduation or equivalency and two (2) years' experience working with animals, preferably involving work with customers and/or the public and two (2) years' experience providing training, oversight, and general direction to subordinate staff; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to destruction of an animal not in accordance with the law, providing of inaccurate information to the public, injury to public or property, or false arrest.

TYPICAL PROBLEMS ENCOUNTERED:

The problems encountered generally revolve around resolving animal caused nuisances and the interpretation and application of County/City ordinances and state statutes. The work frequently involves working with emotional or irate animal owners and/or complainants.

JOB CONTACTS

Incumbent in this position works directly with animal owners, complainants and the general public. The position works directly with the County Clerk's Office in regards to the dog licensing program, with the District Attorney's Office and the Courts regarding dog violations and occasionally assists law enforcement personnel in animal related incidents.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

The handling of animals.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Oregon Driver's license; history of safe driving record. Ability to obtain state certification to euthanize by injection; ability to be deputized as a Deputy Sheriff in animal control matters; ability to be issued and maintain DPSST certification on a firearm.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Performing work requires euthanizing animals, handling potentially vicious animals and the possibility of coming into contact with animals having rabies, Lyme disease and cat scratch fever. Incumbents are required to work outdoors in all types of weather conditions and in all types of terrain, often requiring physical effort in handling unruly or heavy dead animals, lifting 50 pound bags of dog/cat food and setting heavy dog traps. The position is impacted by the necessity of uncontrollable work flow, the need to make quick decision and uncontrollable interruptions. The position is on-call on a rotating list to respond to emergencies which are fairly infrequent.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal for driving
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Josephine County Board of Commissioners

AGENDA REQUEST FOR BOARD OF COMMISSIONERS

***Agenda Requests are due by NOON on Monday of the week scheduled for Administration Workshop
Requests received after that time will be placed on the Administration Workshop agenda for the following week***

***If sending documents electronically – send to both
twharton@co.josephine.or.us and wwatkins@co.josephine.or.us***

REVISED JANUARY 2016

Date Submitted to BCC	8/01/16
Administration Workshop Meeting Date (Thursday)	8/18/16
WBS Meeting Date (Wednesday) Note: Second Wednesday of the month is evening session	

AGENDA TITLE: Donation of surplus property – 1998 Chevy Suburban

Department/Contact Person (Include Title and Ext. #)	Jenny Hall, Emergency Manager 5300
Presenter (Include Name and Title)	Jenny Hall, Emergency Manager
Background information	Vehicle purchased in 2004 with Homeland Security funds. Vehicle has exceeded its lifespan. No County dollars have been used to maintain this vehicle. Request to donate it to RCC's auto program.
Action you are requesting from the Board	Yes
Reviewed by Finance Director (If yes, Finance's signature required)	NA
Reviewed by Legal Counsel (If yes, Legal's signature required)	NA <i>Leah C. Harper</i>
Reviewed by Information Technology (If yes, IT's signature required)	NA
Total Revenue, Cost, or Pass-Thru Funds to the County	\$0
Notes or Special Instructions to BCC Staff	

Title of Document(s) Submitted <u>All exhibits must be clearly marked</u>	Number of original documents submitted	Are all signatures on the documents? Y/N or BCC only	Are additional signatures needed? Y/N	Will a state or federal agency be signing the document? Y/N	Will additional signatures be received electronically? Y/N

DOCUMENT DISTRIBUTION: Board staff is required to submit one fully executed document with original Board signatures for recording in the Board's Journal in the County Clerk's Office unless otherwise specified under Notes or Special Instructions to BCC Staff.

- **All Signatures:** If all signatures are obtained, one fully executed original document will be filed in the Board's Journal in the County Clerk's Office and all other originals will be returned to the contact person. If only one original was submitted, an electronic copy will be returned to the contact person.
- **Additional Signatures Needed on Original Documents:** Board staff will retain one document with original Board signatures and return the additional originals to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed document, one fully executed original document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.
- **Additional Signatures Needed on Electronic Documents:** Board staff will retain one document with original Board signatures and return an electronic copy to the contact person to obtain the remaining signature(s). Upon department receipt of the fully executed electronic document, one fully executed electronic document must be returned to Board staff for recording in the Board's Journal in the County Clerk's Office.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON**

In the Matter of Declaring County-Owned)
Personal Property as Surplus; Disposal by) ORDER No. 2016-033
Transfer to Public Agency: Rogue)
Community College District)

WHEREAS Josephine County has acquired a 1998 Chevrolet Suburban vehicle, purchased in 2004 with grant funds;

WHEREAS the above-described property is no longer required for use or needed for County purposes; it is obsolete, no longer used in the industry; and the costs of selling it would probably exceed its value;

WHEREAS it is in the best interest of the county to transfer ownership of the above-described property to Rogue Community College, a public community college district located within Josephine County, for use in their Automotive Program;

WHEREAS Josephine County Public Contracting Rules Section 8J as adopted by Resolution 2005-017 on March 16, 2005, allow the County to dispose of personal property without competitive bidding by transferring ownership to a public agency; now, therefore

IT IS HEREBY ORDERED that the 1998 Chevrolet Suburban vehicle be disposed of by transfer to Rogue Community College and the Board of Commissioners shall execute any documents necessary to accomplish the transfer.

DATED: August _____, 2016.

JOSEPHINE COUNTY
BOARD OF COMMISSIONERS

Cherryl Walker, Chair

K.O. Heck, Vice-Chair

Simon G. Hare, Commissioner



**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON**

In the Matter of an Appointment to the)
Emergency Medical Services Board) **RESOLUTION NO. 2016-055**

WHEREAS, it has come to the attention of the Board of County Commissioners that there is a vacancy on the **Emergency Medical Services Board**; and

WHEREAS, it is both proper and necessary that the Board of County Commissioners fill said vacancy by making an appointment as provided herein.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following person be appointed to said Emergency Medical Services Board with term expiring as hereinafter set forth.

Robert Schmidt, At-Large
Appointed to a 3-year term; said term to expire 08/24/19

DONE and DATED this 24th day of August 2016.

**JOSEPHINE COUNTY BOARD OF
COMMISSIONERS**

Cherryl Walker, Chair

K. O. Heck, Vice Chair

Simon G. Hare, Commissioner