



AGENDA

BOARD OF COMMISSIONERS MEETING

Tuesday, November 5, 2024, 9 AM

How to Participate in the Board of Commissioners Meeting

Zoom Video Click for Zoom link

Click for YouTube LiveStream link

In-person: Kalapuya Building, 4500 SW Research Way, Corvallis, Oregon
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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Call to Order and Introductions

2. Review and Approve Agenda

Chair may alter the agenda

3. Announcements

4. Proclamation

4.1 Proclaiming November 11, 2024 as Veterans Day in Benton County, Proclamation No. P2024-021 – Mark Lapinskas, Oregon Cascades West Council of Governments

5. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

6. Work Session

- 6.1 20 minutes – Quarterly Economic Development Update – Christopher Jacobs, Corvallis-Benton County Economic Development Office

7. Consent Calendar

- 7.1 Proclaiming November as Native American Heritage Month in Benton County, Proclamation No. P2024-022
- 7.2 Approval of the October 24, 2023 Information Sharing Meeting Minutes

8. New Business

- 8.1 15 minutes – Benton Area Transit Federal Section 5310 and 5311 Programs: Review and Approval – Gary Stockhoff, Public Works; Charlene Pech, Benton Area Transit
- 8.2 15 minutes – Naming Rosenast Road Private Road No. 3350, Order No. D2024-057 – Joe Mardis, Public Works
- 8.3 5 minutes – Acceptance of Easements for the Corvallis to Albany Path: Pilkington to Merloy Avenue – Laurel Byer, Public Works
- 8.4 10 minutes – Adoption of an Order Authorizing the Payment of Property Taxes to Certain Municipalities or Other Taxing Districts in Advance for the Tax Year 2024-2025, Order No. D2024-056 – Debbie Bauer, Financial Services
- 8.5 15 minutes – Formal Adoption and Promulgation of the Benton County Emergency Operations Plan 2024 – Bryan Lee, Sheriff's Office
- 8.6 10 minutes – Addition of Post-Thanksgiving Friday Holiday to County Calendar – Board of Commissioners

9. 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.”

10. Executive Session ORS 192.660(2)(d)

The Board will convene into Executive Session under ORS 192.660[2][d] regarding labor negotiations.

PROCLAMATION



**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming)
November 11 as Veterans Day) **Proclamation #P2024-021**
in Benton County)

WHEREAS, the United States Congress has provided that November 11 of each year shall be set aside as a public holiday to honor veterans; and

With respect for and in recognition of the contributions our service members have made, we urge all Americans to recognize the valor and sacrifice of our veterans; and

The Benton County Board of Commissioners, the Officers at Oregon Cascades West Council of Governments, and our communities have the deepest gratitude toward all veterans and honor the commitment and courage of the many people who have served in the armed forces.

THEREFORE, BE IT PROCLAIMED that the Benton County Board of Commissioners proclaims November 11, 2024, as the day set aside for honoring our veterans and their families and for holding activities in observance of their contributions to our community, our state, and our nation.

Adopted this 5th day of November, 2024.

Signed this 5th day of November, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

WORK SESSION



AGENDA ITEM CHECKLIST

Requested Meeting Date	November 5, 2024
Meeting Type	<input checked="" type="checkbox"/> Regular Board Meeting
Department	Corvallis Benton County Economic Development Office
Contact Name	Christopher Jacobs
Phone/Extension	541.766.6339

AGENDA ITEM DETAILS

Item Title: Economic Development Office Q1 Updates

Please check all that apply to your item

- | | |
|---|---|
| <input type="checkbox"/> Appointments | <input type="checkbox"/> Ordinance/Public Hearing and 1 st Reading |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Ordinance: 2 nd Reading and Adoption |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Discussion and Action | <input type="checkbox"/> Project/Committee Update |
| <input checked="" type="checkbox"/> Discussion Only | <input type="checkbox"/> Report |
| <input type="checkbox"/> Order | <input type="checkbox"/> Other |
| <input type="checkbox"/> Resolution | |
| <input type="checkbox"/> Public Hearing | |

Board/Committee Involvement	<input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes
	If yes, name of Board/Committee: Economic Development Coalition

Advertisement	<input checked="" type="checkbox"/> No
	<input type="checkbox"/> Yes If yes, names/dates of publications:

DESCRIPTION AND FISCAL IMPACT

Describe the item
(include background,
history, need,
importance, benefits,
requirements, etc.)

Economic Vitality

Options

Not Applicable

Fiscal Impact?

No

Yes

If yes, describe impact:

2040 THRIVING COMMUNITIES INITIATIVE

Mandated service?

No

Yes

If yes, describe impact:

Core Values (select all that apply)

- Vibrant, livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy That Fits

- Community Resilience
- Equity for Everyone
- Health in All Actions
- Not Applicable

Explain Core Values Selections

Focus Areas and Vision (select all that apply)

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation

- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- Not Applicable

Explain Focus Areas and Vision Selections

RECOMMENDATIONS AND MOTIONS

Recommendations None; Information Only

Meeting Motion None; Information Only

ATTACHMENTS, COMMENTS, AND SUBMISSION

Please send this checklist, along with all attachments, to bocinfo@bentoncountyor.gov. This checklist and any attachments will be published in the Board Meeting packet.

Please call 541-766-3531 if you would like assistance with the Agenda Item Checklist submittal process.

Attachments

- Q1 Updates and Prioritization Questionnaire
- Corvallis Benton County Economic Development Strategic Plan, Updated October 2024



Q1 Updates and Prioritization Questionnaire

To: Benton County Board of Commissioners

From: Christopher Jacobs, Economic Development Manager

Date: 11/5/2024

Subject: EDO Prioritization Questionnaire

The Economic Development Coalition is a multi-jurisdictional advisory board with industry representatives appointed by City Council and Benton County Board of Commissioners. We provide quarterly updates to this advisory group, City Council, and Benton County Board of Commissioners within the Economic Development Strategic Work Plan. During these updates we will solicit feedback, answer questions, and make changes to the plans where consensus has been reached among the three groups. Each priority is represented by a score relative to the other choices within the question to aggregate rankings. Higher scores indicate broad consensus on a priority while lower scores indicate a range of opinions.

Following the Q4 presentations all three bodies were asked to provide priority recommendations questionnaire. Summarized below and provided as an attachment are the results:

Who responded to the questionnaire?

2 out of 3 County Commissioners

6 out of 10 elected officials within the City.

9 out of 11 EDC Members.

Question 1. Respondents were asked to rank the five core strategies identified in the EDO Work Plan.

Those who responded overwhelmingly prioritized Strategy #1 (4.20 score) as the most important followed by Strategy #2 (3.67 score). Strategies 3, 4, and 5 received much less support with scores ranging between 2.87 and 1.8.

Strategy #1: Utilize new and existing tools such multi-unit property tax exemptions, enterprise zones, opportunity zones, tax increment financing districts and public-private partnerships to grow the property tax base throughout Benton County. (4.20 score)

Strategy #2: Develop a modern business retention and expansion program to support and grow traded sector businesses. (3.67 score).

Question 2. Respondents were asked to rank the goals identified within Strategy #1.

Results were mixed for this question as all three goals identified within Strategy #1 were almost evenly prioritized ranging between scores of 1.75 and 2.25. Those are:

Goal 1.a: Measure tax base growth in Benton County and report on how economic development programs are being utilized annually. (2 score)

Goal 1.b: Effectively manage and encourage adoption of tools aimed at mixed use development, industrial development, and housing and assist with marketing those development opportunities for vacant and underutilized property. (2.25 score)

Goal 1.c: Effectively manage the Airport Industrial Park and market development opportunities to encourage new construction. (1.75 score)

Question 3. Respondents were asked to rank the goals identified within Strategy #2.

Those who responded overwhelmingly prioritized Goal 2.a (5.50 score) as the most important followed by Goal 2.e (4.07 score) and Goal 2.b (4 score).

Goal 2.a: Create a business registry for all commercial and industrial properties in Benton County and use this information to track key data points like vacancy rate or employment by sector and communicate more effectively. (5.5 score)

Goal 2.e: Conduct a survey regarding potential incentives and barriers. This data will help us assess the business climate and identify business needs, barriers, and opportunities and will be shared with EDC and Benton County. (4.07score)

Goal 2.b: Support businesses navigating the development review process and seek to provide grant and loan opportunities. (4 score)

Question 4. Respondents were asked to rank the goals identified within Strategy #3.

Results were mixed for this question as all four goals identified within Strategy #3 were almost evenly prioritized, ranging between scores of 1.43 and 3.14. The highest ranking is *Goal 3.a: Grow our Countywide participation in Oregon Main Street program and other initiatives aimed at placemaking and seeking grant opportunities that benefit local businesses. (Score 3.14)*

Question 5. Respondents were asked to rank the goals identified within Strategy #4.

Results were mixed for this question as all three goals identified within Strategy #4 were almost evenly prioritized, ranging between scores of 1.60 and 2.5. The highest ranking is *Goal 4.c: Study and identify best practices statewide to recommend land use reform and other policies that help provide a competitive advantage in Benton County. (Score 2.5)*

Question 6. Respondents were asked to rank the goals identified within Strategy #5.

Respondents unanimously agreed the most important goal within Strategy #5 is *Goal 5.b: Support initiatives and partnerships that benefit workforce development, childcare, and housing affordability. (Score 2)*

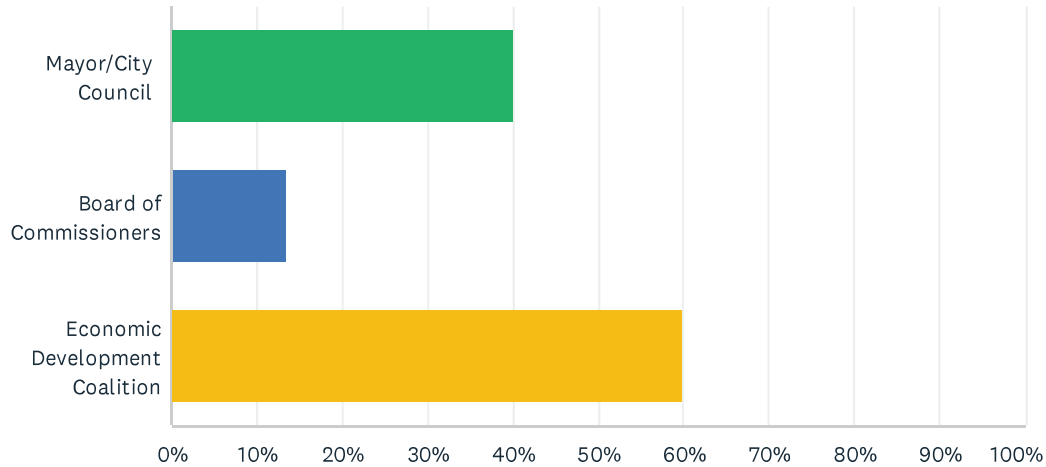
Questions 7 and 8 allowed for respondents to provide written feedback and priorities.

The keywords based on frequency in responses include:

Identify and Reduce Barriers	Sustainable	Job Creation
Support / Foster	Tax Base	Partnerships

Q1 Please select the agency you are affiliated with below. If you are with more than one agency, please select all that apply.

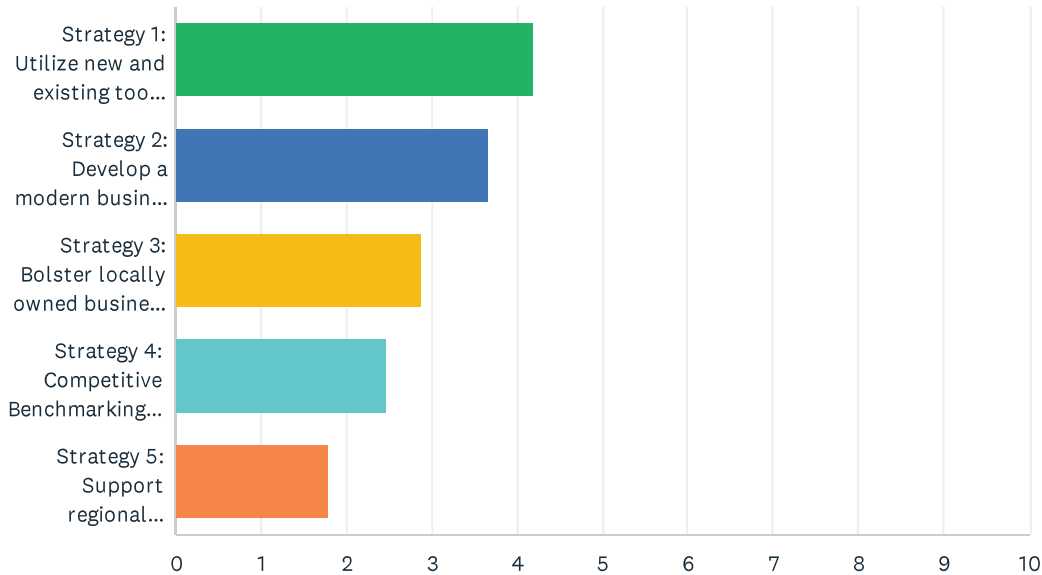
Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES
Mayor/City Council	40.00% 6
Board of Commissioners	13.33% 2
Economic Development Coalition	60.00% 9
Total Respondents: 15	

Q2 Please rank the core strategies for the Economic Development Office in order of importance, with 1 being the most important.

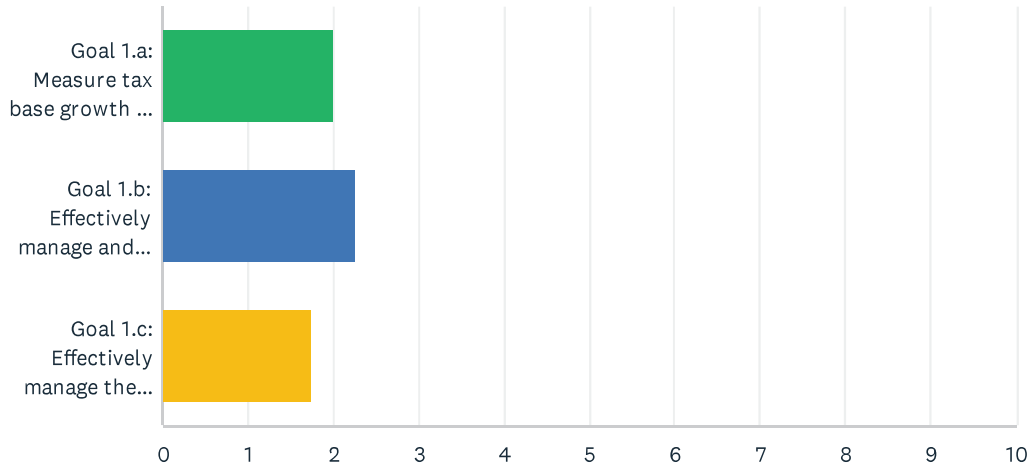
Answered: 15 Skipped: 1



	1	2	3	4	5	TOTAL	SCORE
Strategy 1: Utilize new and existing tools such multi-unit property tax exemptions, enterprise zones, opportunity zones, tax increment financing districts and public-private partnerships to grow the property tax base throughout Benton County.	60.00% 9	6.67% 1	26.67% 4	6.67% 1	0.00% 0	15	4.20
Strategy 2: Develop a modern business retention and expansion program to support and grow traded sector businesses.	13.33% 2	46.67% 7	33.33% 5	6.67% 1	0.00% 0	15	3.67
Strategy 3: Bolster locally owned business, traded sectors, and emerging sectors.	6.67% 1	20.00% 3	33.33% 5	33.33% 5	6.67% 1	15	2.87
Strategy 4: Competitive Benchmarking – The EDO will conduct an inventory of all commercial and industrial zoned properties and analyze land use policy to best meet market demands.	13.33% 2	20.00% 3	0.00% 0	33.33% 5	33.33% 5	15	2.47
Strategy 5: Support regional economic development planning and workforce development efforts with Oregon Works, Oregon Cascade West Council of Governments, Linn-Benton Community College, and Oregon State University.	6.67% 1	6.67% 1	6.67% 1	20.00% 3	60.00% 9	15	1.80

Q3 Please rank the following goals for Strategy 1 in order of importance., with 1 being the most important.

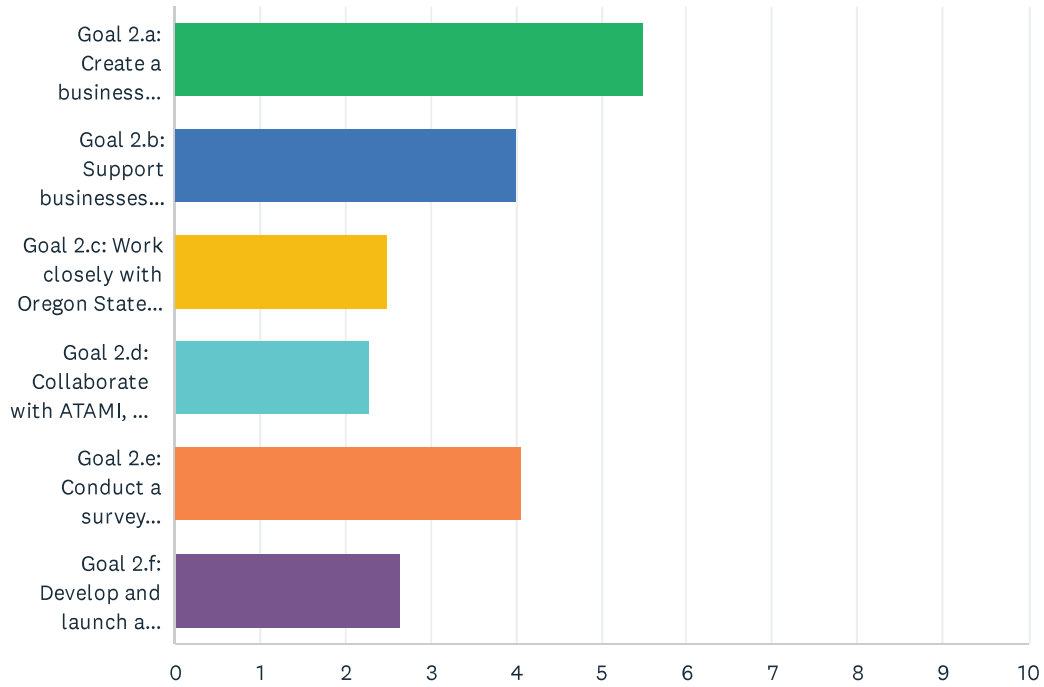
Answered: 12 Skipped: 4



	1	2	3	TOTAL	SCORE
Goal 1.a: Measure tax base growth in Benton County and report on how economic development programs are being utilized annually.	41.67% 5	16.67% 2	41.67% 5	12	2.00
Goal 1.b: Effectively manage and encourage adoption of tools aimed at mixed use development, industrial development, and housing and assist with marketing those development opportunities for vacant and underutilized property.	41.67% 5	41.67% 5	16.67% 2	12	2.25
Goal 1.c: Effectively manage the Airport Industrial Park and market development opportunities to encourage new construction.	16.67% 2	41.67% 5	41.67% 5	12	1.75

Q4 Please rank the following goals for Strategy 2 in order of importance., with 1 being the most important.

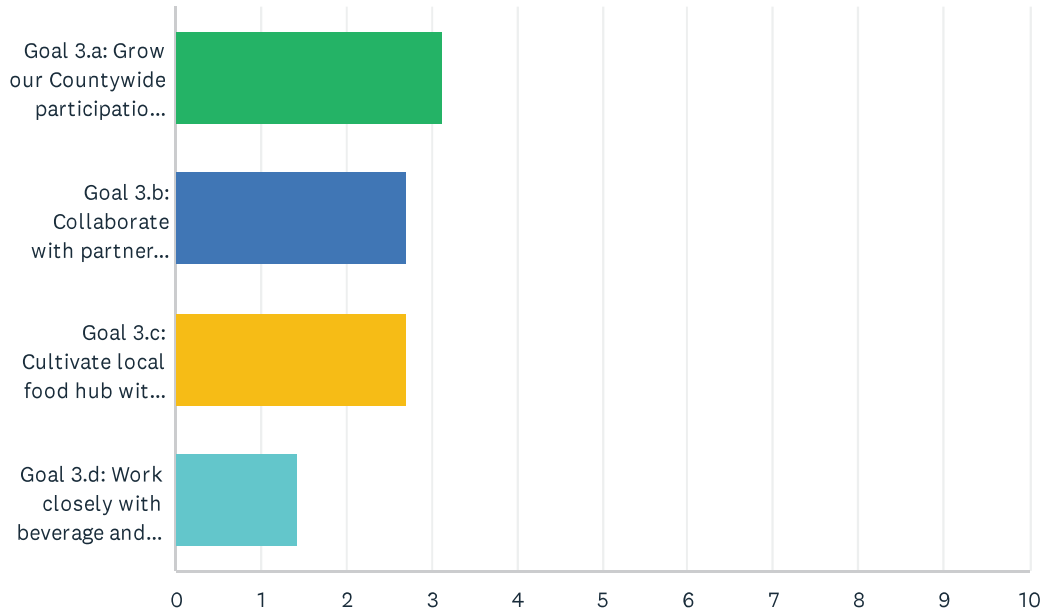
Answered: 14 Skipped: 2



	1	2	3	4	5	6	TOTAL	SCORE
Goal 2.a: Create a business registry for all commercial and industrial properties in Benton County and use this information to track key data points like vacancy rate or employment by sector and communicate more effectively.	64.29% 9	21.43% 3	14.29% 2	0.00% 0	0.00% 0	0.00% 0	14	5.50
Goal 2.b: Support businesses navigating the development review process and seek to provide grant and loan opportunities.	7.14% 1	28.57% 4	28.57% 4	28.57% 4	7.14% 1	0.00% 0	14	4.00
Goal 2.c: Work closely with Oregon State University Tech Hub to incubate innovative technologies and foster research commercialization to capture the long-term economic benefits for the local community.	0.00% 0	7.14% 1	7.14% 1	28.57% 4	42.86% 6	14.29% 2	14	2.50
Goal 2.d: Collaborate with ATAMI, the OSU Advantage Accelerator, the Foundry, Oregon RAIN, Willamette Valley Capital and the Willamette Innovators Network to support the entrepreneurship ecosystem.	0.00% 0	0.00% 0	21.43% 3	14.29% 2	35.71% 5	28.57% 4	14	2.29
Goal 2.e: Conduct a survey regarding potential incentives and barriers. This data will help us assess the business climate and identify business needs, barriers, and opportunities and will be shared with EDC and Benton County.	21.43% 3	28.57% 4	14.29% 2	14.29% 2	14.29% 2	7.14% 1	14	4.07
Goal 2.f: Develop and launch a centralized online portal that provides information for businesses to locate or expand in Benton County.	7.14% 1	14.29% 2	14.29% 2	14.29% 2	0.00% 0	50.00% 7	14	2.64

Q5 Please rank the following goals for Strategy 3 in order of importance., with 1 being the most important.

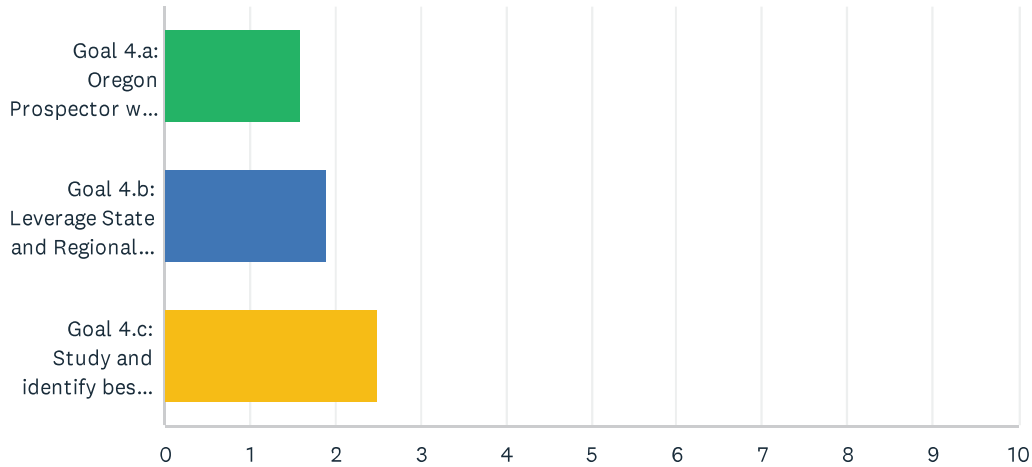
Answered: 7 Skipped: 9



	1	2	3	4	TOTAL	SCORE
Goal 3.a: Grow our Countywide participation in Oregon Main Street program and other initiatives aimed at placemaking and seeking grant opportunities that benefit local businesses.	57.14% 4	14.29% 1	14.29% 1	14.29% 1	7	3.14
Goal 3.b: Collaborate with partners such as the various Chambers of Commerce, Visit Corvallis, RAIN, and Small Business Development Center to provide services that support local businesses and entrepreneurs.	28.57% 2	28.57% 2	28.57% 2	14.29% 1	7	2.71
Goal 3.c: Cultivate local food hub with a focus on business development and creating new commercial opportunities within the food system.	14.29% 1	42.86% 3	42.86% 3	0.00% 0	7	2.71
Goal 3.d: Work closely with beverage and agriculture sectors and partners, such as Visit Corvallis to implement projects such as the Mid-Willamette Food Trail and events that highlight agriculture businesses in Benton County.	0.00% 0	14.29% 1	14.29% 1	71.43% 5	7	1.43

Q6 Please rank the following goals for Strategy 4 in order of importance., with 1 being the most important.

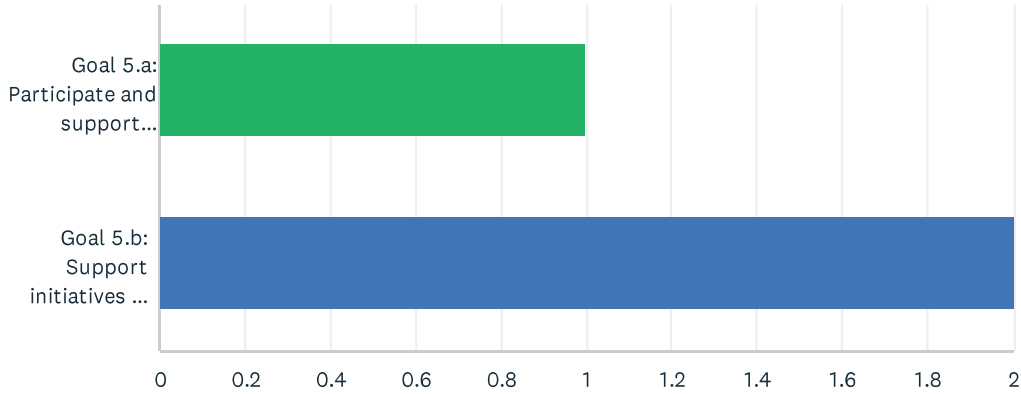
Answered: 10 Skipped: 6



	1	2	3	TOTAL	SCORE
Goal 4.a: Oregon Prospector will be 100% accurate and updated to reflect current environmental conditions, available infrastructure, zoning, and property owner information in Benton County.	20.00% 2	20.00% 2	60.00% 6	10	1.60
Goal 4.b: Leverage State and Regional partnerships with organizations such as Business Oregon that offer grant resources to document industrial land conditions and market those development opportunities.	30.00% 3	30.00% 3	40.00% 4	10	1.90
Goal 4.c: Study and identify best practices statewide to recommend land use reform and other policies that help provide a competitive advantage in Benton County.	50.00% 5	50.00% 5	0.00% 0	10	2.50

Q7 Please rank the following goals for Strategy 5 in order of importance., with 1 being the most important.

Answered: 9 Skipped: 7



	1	2	TOTAL	SCORE
Goal 5.a: Participate and support regional efforts such as Innovation Hub and Comprehensive Economic Development Strategy (CEDS).	0.00% 0	100.00% 9	9	1.00
Goal 5.b: Support initiatives and partnerships that benefit workforce development, childcare, and housing affordability.	100.00% 9	0.00% 0	9	2.00

Q8 Please enter your top three priorities for the Economic Development Office.

Answered: 13 Skipped: 3

#	RESPONSES	DATE
1	Goal 1a, 1b, 2a	10/28/2024 2:37 PM
2	Creating/retaining family wage jobs (acknowledging that we also need work force housing) Retain incubator grown businesses; identify/create/rezone available land so they can "set up shop" here, instead of moving elsewhere. EDO as "hands-on" resource for the community.	10/22/2024 3:58 PM
3	Increase range and volume of housing supply Work with partners to incubate and retain high salary businesses/tech innovation space, while keeping racial/ethnic equity in investments in mind Better data-business inventory, land inventory, analysis of which tools most cost effectively increase tax base	10/22/2024 3:36 PM
4	Identify and reduce barriers to new businesses, support current businesses, foster a culture to encourage environmentally sustainable business practices	10/9/2024 7:14 PM
5	1. Collect all the data necessary to make good decisions 2. Support/retain existing businesses 3. Support the development of new small businesses in Downtown Corvallis	9/28/2024 9:09 AM
6	Support existing business Support job creation Drive new business creation	9/26/2024 11:30 AM
7	local, green, and needed.	9/25/2024 3:21 PM
8	Streamline the process for new businesses to locate in Benton County	9/25/2024 1:12 PM
9	1. Grow tax base 2. Attract and retain businesses and industry 3. Gap analysis followed by leveraging best practices for the above two priorities.	9/25/2024 12:24 PM
10	Implementing and leveraging the current tools we have (TIF, Enterprise Zones, Exemptions, etc) Industrial zoning/encouraging more INDUSTRY to come Business directory (with a fee)	9/25/2024 11:40 AM
11	Reduce barriers for business in the county and city Have accurate, complete information on businesses and for businesses Leverage OSU, State and Feds for economic development	9/25/2024 5:28 AM
12	1) Assist local and traded sector grow 2) Recruit new businesses - local and traded 3) Reduce barriers for business success	9/23/2024 8:11 PM
13	Grow property tax base Collaborate with OSU Tech Hub and ATAMI etc Partnerships focused on workforce development and housing affordability	9/23/2024 5:20 PM

Q9 Please use this space to share any additional feedback with the Economic Development Office.

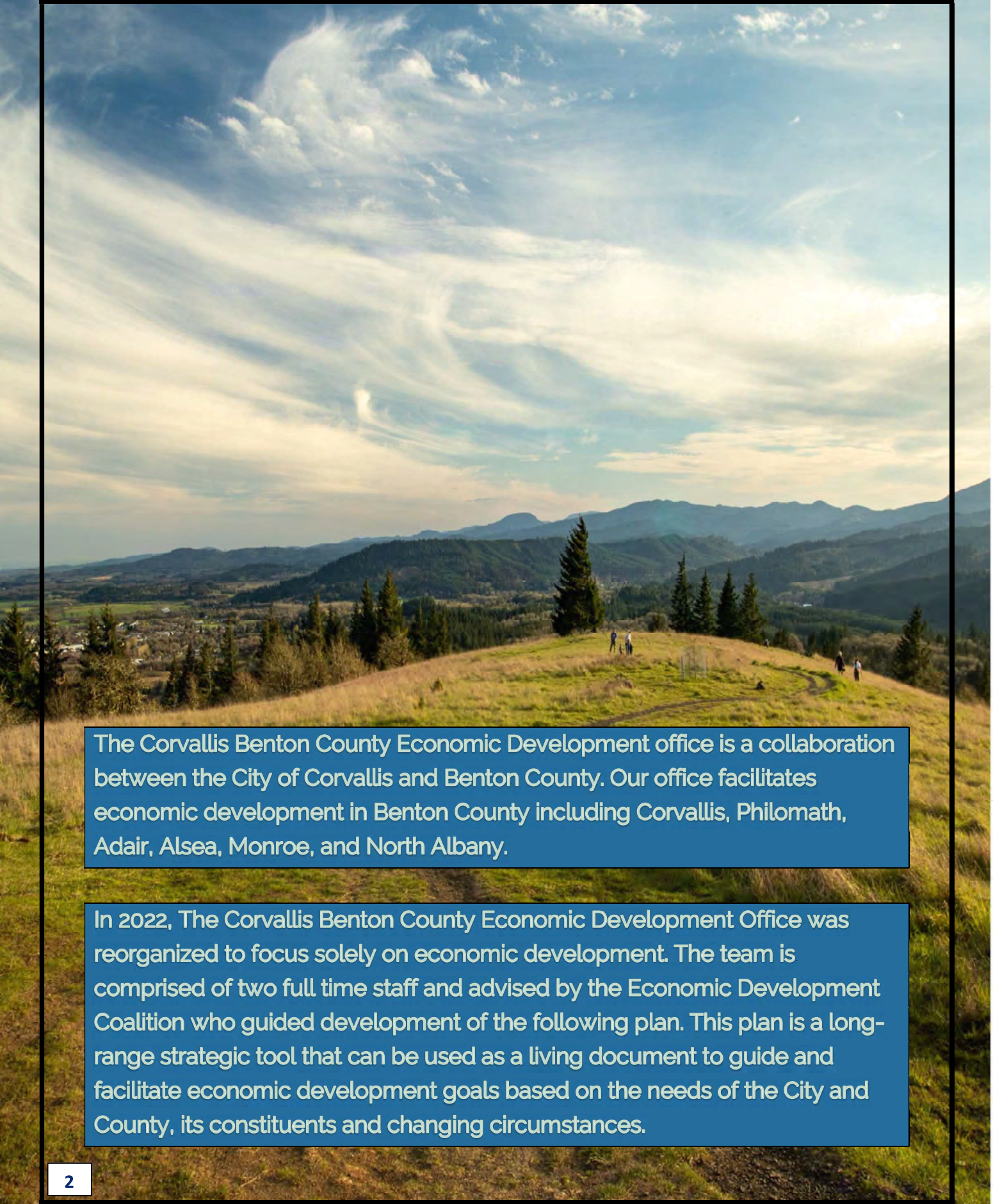
Answered: 4 Skipped: 12

#	RESPONSES	DATE
1	Thanks for all your work!	10/22/2024 3:58 PM
2	It is a little tough to compare some of these, given the mix of short- and long-term nature of the strategies. Better data & analysis will support many outcomes. Timely communication with decision-makers is very helpful	10/22/2024 3:36 PM
3	We are a college town with slight control over unreciprocated City expenses incurred to directly support the institution, its employees and students, (i.e. public safety, housing, transit, infrastructure). What ways might be "out there" to re-capture the economic potential of the thousands of employees and students that commute or live here temporarily? One indirect connection that we do have now is the benefit of this cohort spending their dollars locally. I think it would help to find which enterprises, commodities, part-time job opportunities, eateries, etc. that students and employees currently use, or need and want to have in town, and are easily accessible. But can such dollars even be measured? After that, can we find a way to encourage patronage to those local businesses? By the way, Amazon delivery trucks are everywhere. Google AI explains there are ways to reduce the impact on traffic and GHG emissions by utilizing the following: 1. Last-mile delivery brokers These brokers allow local stores and restaurants to deliver items to customers' homes or offices. 2. Dark stores These stores are located outside of the center of a neighborhood and are designed to be stops on a larger shipping journey. They can be located in spaces that would otherwise be unused, and can reduce the impact on walking traffic. 3. Distribution hubs These hubs can be implemented at the city-scale to reduce the traffic and pollution caused by e-commerce deliveries. Perhaps we can find business sponsors for implementing similar methods in a commercial center where other businesses are operating. Depending on where such centers are located they could be valuable draws to generate additional commerce.	9/25/2024 12:24 PM
4	focusing on South Corvallis is huge (surprise to who this is) There was such strong momentum pre-COVID to leverage landuse and transportation planning in order to inform our URD, and begin program development. COVID was a brickwall to all of that momentum, and it is literally puffing air. The community once again feels like the forgotten part of Corvallis, after being given an exponential amount of hope that our area actually mattered to the City as a whole. In the meantime, and by no fault or unwantedness, many non-taxpayer entities have established in the corridor, leaving the planned growth for the tax base, unsubstantial. We cannot keep waiting, we need to start making moves now. We are working hard again on the South Corvallis Area Planning, we are finishing the transportation corridor study and recommendations. It is time, AGAIN for South Corvallis to be remembered, instead of once again having a 30 year plan in the making for development and revitalization of the community, to be thrown by the wayside. A thriving South Corvallis leads to opportunities for the rest of the City to thrive. A blighted South Corvallis, continues the status quo of being the forgotten step child of this city.	9/25/2024 11:40 AM

Corvallis Benton County Economic Development Strategic Plan

Updated October 2024





The Corvallis Benton County Economic Development office is a collaboration between the City of Corvallis and Benton County. Our office facilitates economic development in Benton County including Corvallis, Philomath, Adair, Alsea, Monroe, and North Albany.

In 2022, The Corvallis Benton County Economic Development Office was reorganized to focus solely on economic development. The team is comprised of two full time staff and advised by the Economic Development Coalition who guided development of the following plan. This plan is a long-range strategic tool that can be used as a living document to guide and facilitate economic development goals based on the needs of the City and County, its constituents and changing circumstances.

Strengths

Weaknesses

- University research and business incubation
- Skilled labor
- Major employers – Oregon State University/Samaritan/Hewlett Packard
- Fareless transit system in Corvallis
- Good private and public school system
- Great walkability and community emphasis on sustainability
- Proximity and access to railways for moving products.
- Available commercial and industrial land for development
- Strong local and regional partners
- Vibrant natural and built environments.
- Tools available for encouraging development.
- Support from elected officials and public for economic development as a priority

- Lack of vacant industrial property.
- Environmental conditions such as contamination or wetlands that make some property difficult to develop.
- Lack of a comprehensive business registry and employment lands inventory/ analysis.
- Lack of “shovel-ready” industrial land.
- Access to affordable and reliable childcare.
- Lack of data to inform decision-making.
- Housing unaffordability.
- Fragmented communication.

SWOT

- Support traded sector and target sector businesses new and existing grants, loans, and incentives.
- Seek state and federal grant fund opportunities to leverage private investment and partnership.
- Effective marketing.
- Many opportunities to support manufacturing sector.
- Abundant available land for development.
- Microfluidic and Mass Timber Tech Hubs at OSU.
- Community focus on economic development opportunities in Corvallis.
- Evaluate and make recommendations about land use policy and regulation reform that meets market demands.
- Strengthen partnerships aimed at supporting disadvantaged businesses and equity in access to resources.

- Climate change
- Access to competitive capital rates
- Inflation
- Interfor closure
- Workforce housing unaffordability
- Corvallis Clinic merger and consolidation of healthcare industry
- Pac 12 dissolution

Opportunities

Threats

5 Core Strategies for Corvallis-Benton EDO



Grow.

Strategy 1: Utilize new and existing tools such as multi-unit property tax exemptions, enterprise zones, opportunity zones, TIF districts and public-private partnerships to grow the property tax base throughout Benton County.

Goal 1.a: Measure tax base growth in Benton County and report on how economic development programs are being utilized annually.

Active tax exemptions: Uncommon Cabinetry

Approved tax exemptions: Natural Point, Inc.

Table 1: Commercial and Industrial Taxable Assessed Values 2019-2023

Fiscal Year	Commercial / Industrial Land Only	Commercial / Industrial Improved Property	Industrial Property	Totals	Percentage Change
2023	28,254,381	1,033,586,478	149,686,572	1,211,527,431	4.27%
2022	28,134,865	1,001,129,854	130,492,067	1,159,756,786	3.81%
2021	28,367,183	965,083,049	122,049,358	1,115,499,590	2.62%
2020	27,865,307	939,370,483	119,025,910	1,086,261,700	1.35%
2019	27,929,173	925,654,174	117,938,784	1,071,522,131	

Source: <https://assessment.bentoncountyor.gov/tax-reports/> (2019-2023 Table 7A)



Goal 1.b: Effectively manage and encourage adoption of tools aimed at mixed use development, industrial development, and housing and assist with marketing those development opportunities for vacant and underutilized property.

Current Economic Development Toolkit:

- Philomath Enterprise Zone
- Philomath Urban Renewal District
- Benton/Corvallis Enterprise Zone (HP, Sunset, and South Corvallis)
- South Corvallis Urban Renewal District
- Corvallis MUPTe Program
- Downtown Corvallis Revolving Loan Fund Program

Potential Tools:

- Countywide Revolving Loan Fund Program
- Philomath MUPTe Program
- Adair Village Enterprise Zone
- Adair Village Urban Renewal District
- Adair Village MUPTe Program
- Countywide CPACE Program

Goal 1.c: Effectively manage the Airport Industrial Park and market development opportunities to encourage new construction.

Work is underway to annex the Airport Industrial Park in Fiscal Year 24/25. EDO and Planning Staff meet at regular cadence to improve land development code for our industrial areas and a grant funded wetland delineation report was completed for target areas within the AIP. We are also prioritizing capital improvement requests and working to establish an enterprise fund. This will allow us to begin actively marketing priority redevelopment sites in the AIP by Fiscal Year 25/26.





Strategy 2: Develop a modern business retention and expansion program to support and grow traded sector businesses.

Goal 2.a: Create a business registry for all commercial and industrial properties in Benton County and use this information to track key data points like vacancy rate or employment by sector and communicate more effectively.

Substantial progress was made on the business registry goal in the first quarter of FY24/25 and we can now report vacancy rates and business type mix within the City of Corvallis. Although this data is not to be considered exhaustive it does provide the best perspective of commercial and industrial activity within the City in many years. 1,637 businesses have been identified and characterized by type to identify the most common businesses.

Table 2: 20 Most Common Business Types in City of Corvallis

Apartments / Property Management	173
Business/General Office	159
Local Restaurant/Bar	116
Local Retail	97
Leasing Company	90
Construction/Contractor	83
Medical Profession	83
Manufacturing / Processing	81
Real Estate	64
Beauty/Spa	47
National Franchise Retail	44
Auto Repair/Sales	40
Home Based Business	39
Dental Profession	37
Financial Services	34
National Franchise Restaurant	34
Insurance	28
Local Personal Service	26
Accountants	25
Bank/Financial Institutions	25
Total	1325

Source: County Commercial/Industrial Assessment Records and Internal Tracking Data

These 20 most common business types represent 80% of all commercial/industrial property uses identified within the City. The commercial vacancy rate currently sits at 3% and the industrial vacancy

rate is 4%. Both should be considered conservative estimates with the best data we have available, but we expect to refine this information over time. Q1 also featured 49 BRE contacts to companies in Benton County putting us on pace to double last fiscal years performance.

Goal 2.b: Support businesses navigating the development review process and seek to provide grant and loan opportunities.

Table 3: BRE Touchpoints by Service in Fiscal Year 23/24

Food Hub	19.15%
Grant or Loan Application	17.02%
Site Selection	11.70%
Business Check-In	8.51%
BROW	7.45%
DCO	7.45%
Incentives Request	7.45%
Seeking Tenants	7.45%
SBDC Referral	4.26%
AIP Lease	3.19%
Business Expansion	2.13%
Ordinance Amendments	2.13%
Workforce Development Referral	2.13%

Source: Internal Tracking Data

Table 4: BRE Touchpoints by Service in Q1 24/25

Business Expansion	36.73%
Incentives Request	16.33%
Seeking Tenants	8.16%
Ordinance Amendments	8.16%
Grant or Loan Application	8.16%
Workforce Development Referral	6.12%
Site Selection	6.12%
Event	6.12%
AIP Lease	4.08%

Source: Internal Tracking Data

Goal 2.c: Work closely with Oregon State University Tech Hub to incubate innovative technologies and foster research commercialization to capture the long-term economic benefits for the local community.

August 27th HP \$50 million direct funding announcement through CHIPS Act



Goal 2.d: Collaborate with ATAMI, the OSU Advantage Accelerator, the Foundry, Oregon RAIN, Willamette Valley Capital and the Willamette Innovators Network to support the entrepreneurship ecosystem.

Our office dedicates considerable time towards meeting with the staff and companies at ATAMI and participating in the Corvallis Microfluidic Tech Hub. We estimate between 80-100 hours have been spent navigating and supporting this important ecosystem over the past five quarters.

Goal 2.e: Conduct a survey regarding potential incentives and barriers. This data will help us assess the business climate and identify business needs, barriers, and opportunities and will be shared with EDC and Benton County.

Work is underway to develop a countywide survey but without a complete business registry we are limited in our methods for distribution. We expect it may take 6-12 months after the business registry is operating and populated with contact information.

Goal 2.f: Develop and launch a centralized online portal that provides information for businesses to locate or expand in Benton County.

The EDO is seeking a budget add request in the coming fiscal year to support development of a CRM Platform that can assist with Business Retention and Expansion and Business Registry efforts. We will also explore the cost of developing a centralized online portal during this budget add request.



Strategy 3: Bolster locally owned business, traded sectors, and emerging sectors

Goal 3.a: Grow our Countywide participation in Oregon Main Street program and other initiatives aimed at placemaking and seeking grant opportunities that benefit local businesses.

The City of Corvallis is 1 of 63 cities currently holding a “Connected Communities” designation with the Oregon Main Street Program. We expect to apply for “Affiliated Main Street” designation in November and become the 29th City to hold that status. This will allow our Main Street Program to apply for grant programs that support placemaking and local businesses that we are currently not eligible to



receive. From there we have two years to establish a full-time executive director, develop systems to meet rigorous quarterly reporting requirements and develop a longtime funding mechanism for our local Main Street Program to graduate to “Designated Main Street” status and join only 8 other communities statewide. Just six communities are considered “Accredited Main Street” programs statewide.

Goal 3.b: Collaborate with partners such as the various Chambers of Commerce, Visit Corvallis, RAIN, and Small Business Development Center to provide services that support local businesses and entrepreneurs.

The EDO meets monthly with all of our Countywide partners for a roundtable discussion to share updates. We additionally meet with the Corvallis Chamber of Commerce and Visit Corvallis in person monthly. Every quarter we participate in meetings held by the Cascade West Council of Governments, Monroe Business Association, Philomath Chamber of Commerce, Tri County Chamber of Commerce, Linn Benton Small Business Development Center, RAIN, and the Black Business Association of Oregon.

Goal 3.c: Cultivate local food hub with a focus on business development and creating new commercial opportunities within the food system.

The South Corvallis Food Hub project announced funding decisions on August 27. Grant award total and descriptions of each proposal are included below:

1. Benton County Food Forum - \$5,000 to fund delivery of produce and meals from the Southtown Stand and Farmers' Market using a combination of e-bikes, cargo bikes, and conventional bikes.
2. Flicker & Fir, LLC - \$37,000 to fund the launch of a farm-to-market pre-order pilot program Southtown Stand and Farmers' Market.
3. Ten Rivers Food Web - \$153,000 to fund operation of an on-site aggregation facility to receive, store, and distribute local food products to institutional purchasers and business owners through local delivery.
4. Growing Ancestral Roots - \$50,000 to provide access to shared kitchen space, storage, training and workshops, marketing support, pop-up market access, events, training, low barrier microgrants, and business incubation support.
5. Las Doñas del Sur - \$250,000 to fund the purchase and operations of food trucks for 10 entrepreneur groups to be operated at a co-located destination in South Corvallis.

The Urban Renewal Agency additionally approved \$500,000 in new commercial programs aimed at supporting business expansion and investment in South Corvallis. The first funding cycle is open and ends on December 27 at 5pm. Low interest revolving loans will be made available up to \$100,000 per business during this funding cycle with a total not to exceed \$250,000.

Goal 3.d: Work closely with beverage and agriculture sectors and partners, such as Visit Corvallis to implement projects such as the Mid-Willamette Food Trail and events that highlight agriculture businesses in Benton County.

We regularly engage Visit Corvallis about developing programs and events that highlight agriculture businesses in Benton County. Additionally, staff serves on the Scenic Byway Management Plan Steering Committee which is a regional effort aimed at highlighting agritourism and developing the necessary infrastructure to support these efforts.



Strategy 4: Competitive Benchmarking – The EDO will conduct an inventory of all commercial and industrial zoned properties and analyze land use policy to best meet market demands.

Goal 4.a: Oregon Prospector will be 100% accurate and updated to reflect current environmental conditions, available infrastructure, zoning, and property owner information in Benton County

Staff has worked diligently with listing agents and property owners to update Prospector records over the last 12 months and reduced the number of inactive properties listed down to 27 of 111 total. Of those actively listed we estimate 80% are complete with detailed information concerning wetlands, environmental conditions, and available infrastructure. Last year at this time we had twice the number of inactive or expired records and less than half of the detail now available in active records.

Goal 4.b: Leverage State and Regional partnerships with organizations such as Business Oregon that offer grant resources to document industrial land conditions and market those development opportunities.

Business Oregon continues to be a valuable partner to the Corvallis Benton EDO and we routinely meet with our regional development officer to discuss active development projects that could benefit from the resources offered by the State. We also pursue technical assistance grants such as the successful \$75,000 grant funded wetland delineation study in South Corvallis.

Goal 4.c: Study and identify best practices statewide to recommend land use reform and other policies that help provide a competitive advantage in Benton County.

EDO staff attends conferences and events to learn more about new and emerging best practices in communities statewide and nationally. One such example took place on October 7th and 8th when EDO Officer Lily Bender represented the EDO at the Annual OEDA Conference held in Klamath Falls. In Q1 of FY 24/25, EDO Manager Christopher Jacobs obtained Economic Developer Certification from the International Economic Development Council, becoming one of only 3000 worldwide holding this credential. Some examples where identifying best practices has helped inform our recommendations for programs include the South Corvallis Food Hub, MUPTE, Mobile Food Units, Outdoor Markets, BROW, CSPACE, and Urban Renewal.



Strategy 5: Support regional economic development planning and workforce development efforts with partners like Oregon Works and Oregon Cascade West Council of Governments.

Goal 5.a: Participate and support regional efforts such as Innovation Hub and Comprehensive Economic Development Strategy (CEDS).

Staff is deeply engaged with our regional partners at Oregon Works and the Cascade West Council of Governments. We participate on quarterly calls with DLCD to discuss state policy changes to wetland rules and made recommendations. We have helped establish a broadband strategic plan for the region and secure letters of support and will be heavily involved in efforts to create a regional innovation hub with a recently awarded “groundwork” grant.

Goal 5.b: Support initiatives and partnerships that benefit workforce development, childcare, and housing affordability.

We value of workforce development partners at Northwest Oregon Works and Worksource and support those organizations by providing referrals. Some of our most cutting-edge technology businesses in the region have very specific skill sets they seek in new employees and positions. These workforce development partners have a strong track record of helping support businesses seeking specific talent. Some businesses that are new to our region are unfamiliar with these services and we have been able to help bridge those connections.



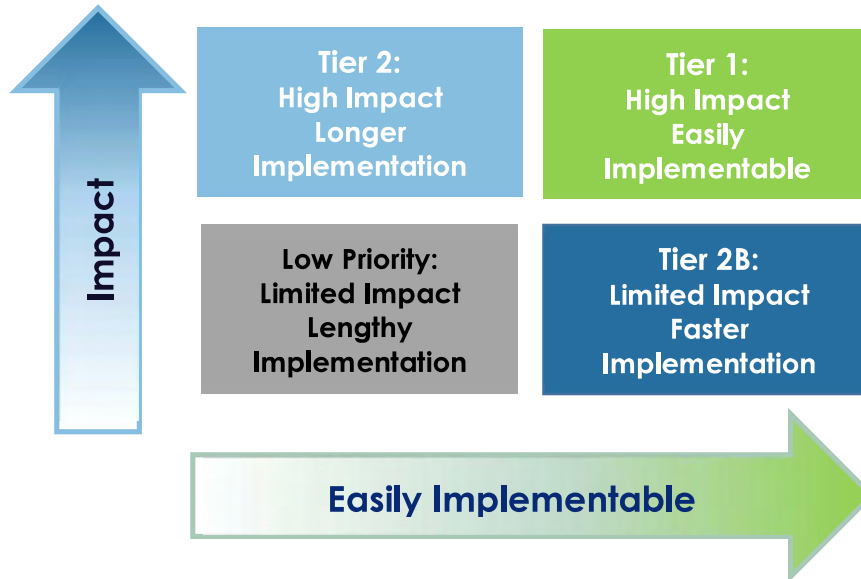
The EDO is committed to creating a better, stronger community in partnership with local businesses and Benton County residents.

Diversity, Equity, Inclusion and Belonging (DEIB) The EDO is uniquely positioned to address this challenge in our local business communities. We will work to dismantle the systems, policies, and procedures that perpetuate structural racism, inequities, and different forms of discrimination based on power, privilege and accessibility. We will focus on inequities with a goal of establishing a sense of belonging, where community members will be respected, valued, and able to participate in power structures that affect them.

Summary of Implementation

Prioritization considerations:

- Impact – level and type of impact – long-term vs short-term, number of people affected, urgency, timeliness (current opportunity may not last), opportunity for synergy with other initiatives; from low to high.
- Timing/effort of implementation– Length and quantity of effort needed to implement; from longer-term to easily implementable.



Initial Priority Redevelopment Sites

The following sites are provided to indicate which projects could see prioritization in staff time but do not necessarily include all the opportunities we may pursue. This section can and will be regularly updated as priorities shift.

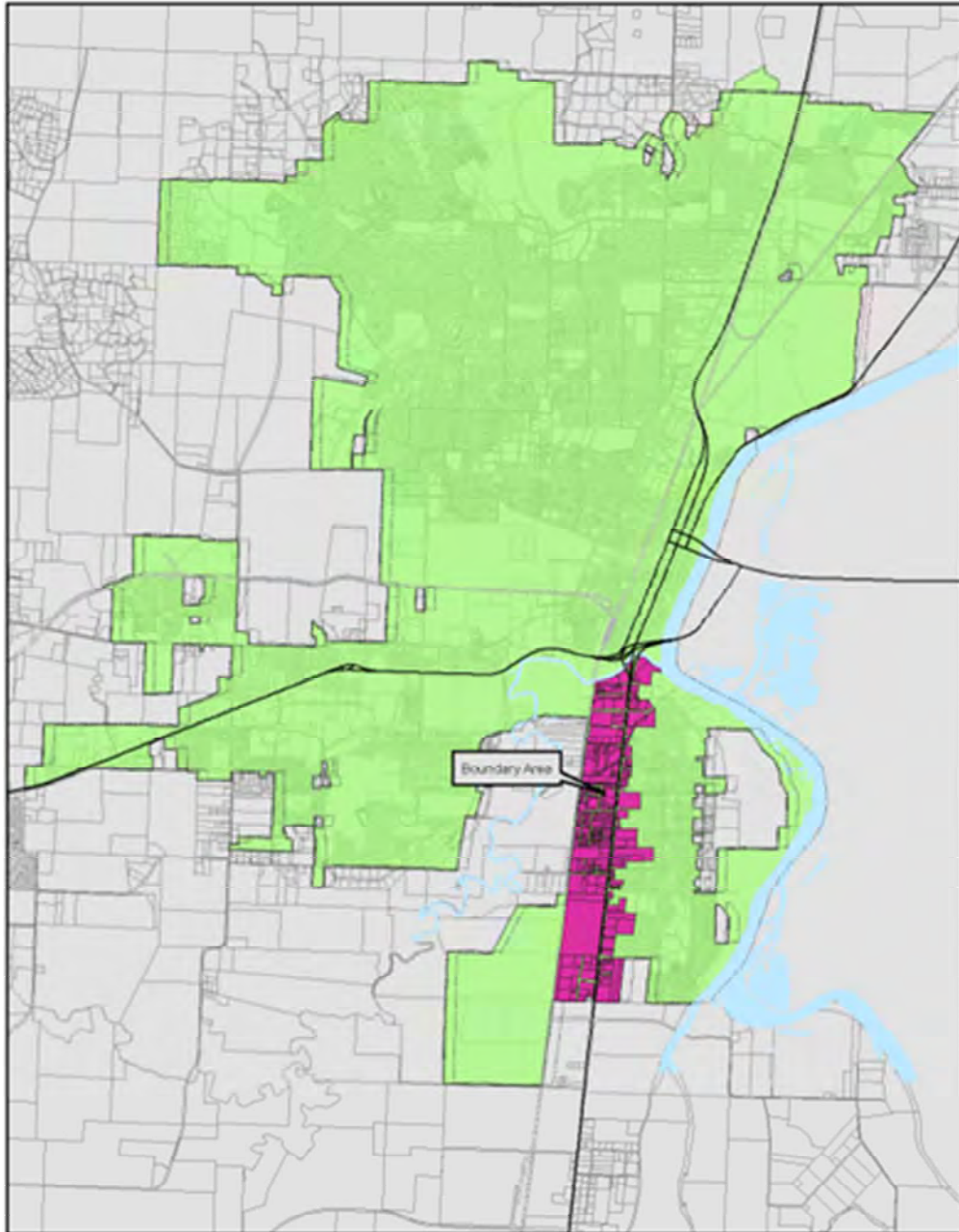
Airport Industrial Park

Area 1 consists of the Airport Ave frontage from HWY99 just past Ingalls where we are currently focusing a wetland delineation study and hope to apply advanced mitigation credits. Once this work is complete this area will be considered "shovel ready" and we can begin to actively market development opportunities.



South Corvallis Urban Renewal Area

The South Corvallis Urban Renewal Plan was adopted in 2018 and approved by voters in 2019. It was the first ever approved tax increment financing district in the City of Corvallis and followed many years of area planning and grassroots organizing. The tax increment financing district provides a funding mechanism to initiate a variety of improvements including but not limited to infrastructure, public-private partnerships, and non-motorized pedestrian improvements. There remains a significant number of vacant and underutilized commercial lots within this development area that could additionally benefit from the overlapping Enterprise Zone, which provides for up to five years of property tax exemption for new construction.



Seely Building – Adair Village

At more than 166,000 sq feet, the Seely Building in Adair Village is one of the largest industrial properties in Benton County and by far the largest vacant industrial property in the mid-Willamette valley. Known locally as "the Blockhouse", this unique property has been home to a WWII barracks and later served as the Adair Air Force Station during the cold war. The property owner is willing to engage and negotiate price or discuss building renovations as needed. The property is zoned M-1 Limited Industrial and can accommodate a wide range of uses from light manufacturing, warehousing, wholesaling, assembly, processing, research and testing, so long as no emissions are potentially detrimental to public health or feature nuisance characteristics.



CONSENT CALENDAR



**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming)
November as National Native) **PROCLAMATION NO. P2024-022**
American Heritage Month)
in Benton County)

WHEREAS, Native American Heritage Month commemoration grew out of an almost century-long, multi-state campaign to designate a day to honor peoples then known as American Indians, led by Indian rights activists in New York State. In 1990, the US Congress passed, and the President signed, a joint resolution declaring November as National Native American Heritage month. The original joint resolution recognized Native Americans as the first and original nations and communities that resided in what we now know as the United States; and

This is a time to celebrate the traditions, languages, and stories of Native American, Alaska Native, Native Hawaiian, and affiliated island communities and ensure their rich histories and contributions continue to thrive with each passing generation; and

Additionally, in 2009, Congress passed, and the President signed, legislation establishing the Friday following Thanksgiving as Native American Indian Heritage day; and

Benton County is home to Kalapuya and Alsea tribes, who now belong to the Confederated Tribes of the Grand Ronde Community of Oregon and Confederated Tribes of the Siletz Indians. The Confederations are two of the nine Federally Recognized Tribes that call lands in Oregon home. Several additional tribes continue to seek federal recognition, including the Chinookan peoples; and

Last month, President Biden formally apologized to victims of the US government’s 150-year policy of forcible removal of Native American children from their families to government boarding schools. The schools were intended to wipe out Native culture and language and provide basic and vocational education. Children were brutally treated or neglected at many boarding schools, leading to great trauma and many deaths. The President’s apology is the first step toward healing; and

As we celebrate Native American Heritage Month this November, we honor the history of resiliency and survival of indigenous Americans through the ravages of federal Indian policy and honor the ongoing stewardship and deep relationship between the land and people indigenous to this place we now call Benton County. Despite the settlement of these lands, this was and will remain the home of the Kalapuya and Alsea Tribes. We recognize the pre-existing and continued sovereignty of the tribes across our nation, as well as across our county. We express gratitude to the Native American communities that have continued to share knowledge and perspectives on how we care for, impact, and protect the lands we live on and the communities that came before us.

THEREFORE, BE IT PROCLAIMED that November is National Native American Heritage Month in Benton County.

Adopted this 5th day of November, 2024.

Signed this 5th day of November, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

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MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Livestream: <http://facebook.com/BentonCoGov>
Tuesday, October 24, 2023
9:00 a.m.

Present: Pat Malone, Chair; Xanthippe Augerot, Commissioner; Nancy Wyse, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator

Elected

Official: Jef Van Arsdall, Sheriff

Staff: Jenn Ambuehl, Debbie Bauer, Rick Crager, Marilee Hoppner, Debbie Sessions, Finance; Chris Campbell, April Holland, Lacey Mollel, Damien Sands, Rebecca Taylor, Ahmed Zibare, Health; Dawn Dale, Don Rogers, Sheriff's Office; Tomi Douglas, Natural Areas, Parks & Events; Cory Grogan, Public Information Officer; Amanda Makepeace, BOC Staff; Sean McGuire, Sustainability; Erika Milo, BOC Recorder; Keith Nicolson, Gary Stockhoff, Public Works

Guests: Carolyn Ashton, Melissa Fery, Teagan Moran, Lorelle Sherman, Oregon State University Extension Service; Ken Eklund, Disposal Site Advisory Committee; Luke Glaze, Chris McQueen, Salem for Refugees; John Harris, Horsepower Productions; Kristi Schrock, Fair Board; Ryan Vogt, Oregon Cascades West Council of Governments

1. Opening:

1. Call to Order

Chair Malone called the meeting to order at 9:01 a.m.

2. Introductions

3. Announcements

No announcements were made.

2. Review and Approve Agenda

No changes were made to the agenda.

3. Comments from the Public

No comments were offered.

4. Work Session

4.1 Corvallis for Refugees (CFR) Presentation – *Chris McQueen, Luke Glaze; Salem for Refugees*

Glaze explained that Salem For Refugees (SFR) is opening an office in Corvallis. A refugee is anyone who has been forced to flee their country due to persecution, war, or violence. Strategies to address the crisis include: voluntary repatriation (preferred), local integration (gaining citizenship in the host country), or resettlement in a third country. SFR is one of six resettlement

agencies in Oregon. Oregon averages about 1,200 refugee arrivals per year, and SFR works with 25% of those refugees. Glaze described the SFR mission and vision.

McQueen explained that since March 2023, CFR has supported the resettlement of six families from Afghanistan, Sudan, Syria, and El Salvador. Good Neighbor volunteer teams work with the family for about a year. Resource teams help refugees with English language, legal needs, healthcare, housing, employment, education, and transportation. CFR seeks more community partners and partnership for grant writing. McQueen shared the story of a family who escaped death threats and violence in the Sudan, and received wraparound services from the entire Corvallis community. Other service providers include Oregon Department of Human Services, WorkSource, Corvallis Multi-Cultural Literacy Center, Corvallis School District, Corvallis Police Department, Altrusa Corvallis, Vina Moses Center, Dial-a-Bus, Operation School Bell, Samaritan Health Services, InterCommunity Health Network, Furniture Share Corvallis, Johnson Family Dental, and Benton Community Health Centers. The greatest challenges for refugees are housing and employment. Refugees are placed in communities by World Relief, the national resettlement agency, depending on type of need.

4.2 Update from Oregon Cascades West Council of Governments (COG) – Ryan Vogt; Meg Walker, Oregon Cascades West Council of Governments

Vogt reported that COG’s new building is open at 1121 Northwest Ninth Street, Corvallis. The Corvallis Area Metro Planning Organization (CAMPO) currently shares the building. COG and Community Services Consortium (CSC) have a final design that includes all of CSC’s Benton County staff occupying 50% of the building; CSC plans to be moved in by January 1, 2024. COG is serving many veterans currently. COG received a \$1.2 million grant for carbon reduction to finish design plans for the Corvallis-to-Albany multi-use pathway.

COG is leading broadband conversations, including area mapping and design with contractor Solarity. Broadband maps are complete. COG and Lane Council of Governments have brought more broadband funding into Oregon. Benton County has less need for broadband than Lincoln and Linn Counties, but still shows 1,750 locations as non-served or underserved. Next, COG will work with internet service providers to pursue grants. COG has extended its contract with Solarity to help establish multiple County broadband task forces. So far there has only been multi-county advocacy; now the project needs to move to local advocacy. COG will ensure that the task forces include Benton County staff.

Augerot noted that many locations in Benton County have internet service, but not at the recommended minimum speed, which is harder to secure funds for. Augerot wants to increase those speeds.

Vogt shared that COG administered the first phase grant, but Broadband Action Teams are being organized by a different entity. COG will play a role on the task force, but has not been asked to lead. Vogt is still serving as Interim Director of the Corvallis-Benton Economic Development Office. The position is open until filled and oversees the lending program, two metropolitan planning organizations, the broadband effort, rural outreach, and Redline Brokerage. COG recently issued three small business loans and has six prospects underway.

4.3 *Small Farm Program Updates – Carolyn Ashton, Lorelle Sherman, Teagan Moran; Oregon State University (OSU) Extension Service (ES)

Ashton explained that OSU ES received State funding to hire a statewide Extension Christmas Tree Specialist. ES also hired a Master Gardener Coordinator for Linn-Benton Counties.

New faculty member Sherman shared her background in forestry. Sherman meets with farmers and small woodlands groups including the Benton County Small Woodlands Association, as well as the Oregon Department of Forestry and the Oregon Department of Fish and Wildlife. Sherman will offer private landowner planning workshops about the Private Forest Accord and a new program called Foraging Your Woodland.

Moran added that in December 2023, ES will add Ted Anderson, a Small Farms faculty member for Benton, Linn, and Polk Counties. Moran helps coordinate farmer networks such as the Willamette Women’s Farmer Network, the Regional Farmer Network, and the Military Veterans Farmers Network. Staff member Melissa Fery is working on an Agritourism network. ES will offer farm direct marketing workshops and meetings. ES is partnering on an agritourism impact study in the Willamette Valley. ES works with the OSU Agriculture Mental Health Program to reduce farmer suicide rates. ES also addresses the aging-out of farmers by holding information sessions for farmers aged 70 and above. Moran holds information sessions for farmers and ranchers about new funding sources. Kayla Bordelon is the local fire specialist; Fire and ES staff meet in the Forestry and Natural Resources Group.

Augerot urged ES to fill the vacant Watershed Extension Specialist position. Water quality and quantity is an increasing concern.

Moran noted ES also works with Benton Soil and Water Conservation District, Natural Resource Conservation Services, and the OSU Permaculture program.

{Exhibit 1: Small Farms Programs Presentation}

Chair Malone recessed the meeting at 10:20 a.m. and reconvened at 10:30 a.m.

5. Consent Calendar

5.1 Approval of the 2024 Fee Schedule for Environmental Health, Order #D2023-076

MOTION: Wyse moved to approve the Consent Calendar of October 24, 2023. Augerot seconded the motion, which **carried 3-0.**

6. Public Hearing

PH1 In the Matter of a Public Hearing Regarding Amending Benton County Code, Chapter 9, Ordinance #2023-0321– Tomi Douglas, Natural Areas, Parks, and Events

Chair Malone opened the Public Hearing at 11:06 a.m.

Staff Report

Douglas explained that the Wild & Exotic Animal Ordinance (EAO) was enacted in 2021 after local animal advocates called attention to the suffering of animals in traveling shows. After approval, flaws were discovered in the EAO, such as the use of Latin taxonomic categories, which inadvertently included some domestic livestock; also, the EAO was difficult for staff to enforce without an animal science background. In August 2023, the Board asked staff to draft an

amendment that would solve some of these challenges and avoid creating unintended barriers for 4-H, Future Farmers of America (FFA), and Rodeo programs at the Benton County Fairgrounds.

Public Comment

Kristi Schrock, rural Benton County resident and Fair Board Member, expressed concern that in the proposed amendment, Benton County Code 9.805(4) still contains the phrase, “The animals listed . . . are intended as examples and not to be construed as an exhaustive list, or limit the generality of each group of animals, unless otherwise specified.” Schrock felt this allows additional animals to be listed. The original EAO accidentally restricted horses; Schrock had not found written confirmation that horses were removed. The Prohibition section, 9.810(2)(a), originally listed associations whose members were exempt from 9.810(1). Some respected national and international associations have been struck, such as the Oregon Wildlife Rehabilitation Association and the National Wildlife Rehabilitation Association; Shrock asked that these be restored to the list. Educational institutions were added to 9.810(2)(a), but the term ‘educational’ is not well defined. The Benton County Rodeo Committee has been trying to encourage more groups to rent County facilities and generate revenue. Concerns were raised at the October 10, 2023 Board Meeting that touching is harmful to stingrays, but an accredited study was provided to the Board which shows minimal health differences between stingrays in touch-pools or natural habitats. There is also confusion about which animals are considered wild or domesticated.

Chair Malone closed the Public Hearing at 11:31 a.m.

Augerot stated she did not intend the sentence in 9.805(4) beginning, “The animals listed . . .” to remain in this version of the EAO. An open-ended list creates ambiguity. Augerot was not comfortable accepting the stingray study until she had read it; it is not best practice to pet stingrays. There is constant debate about which associations are science-based; Augerot was comfortable with the two credentialing organizations listed, because some other organizations have approved so-called educational exhibits without good records for animal handling. Conditions in transit and other parts of show operations should be taken into account, not just on-site exhibition. Augerot recommended striking the second sentence in 9.805(4), but leaving the rest of the EAO as proposed.

Wyse noted section 9.810(2)(c) exempts veterinary clinics and wildlife rescue and rehabilitation facilities.

MOTION: Augerot moved to enact Ordinance No. 2023-0321 as amended and conduct a first reading of the Ordinance. Wyse seconded the motion for discussion.

Wyse asked what would be done if an exhibitor brought an unlisted animal that the public considered exotic.

Augerot stated the current list was fairly exhaustive. The code can be changed again if necessary, but the Board wants to be supportive of 4-H, FFA, Rodeo, and others who have good animal welfare practices on site and when traveling.

Wyse noted this Ordinance was not directed at the Fair Board, FFA, 4-H, or similar groups, only at other shows that might come through Benton County. Rodeos do not use wild and exotic animals; horses and livestock are not impacted by the amended EAO.

Wyse clarified that the motion was on the amended Ordinance as further amended in the discussion today. The motion **carried 3-0.**

Counsel read the Ordinance aloud (short title). The item will return on November 7, 2023 under Old Business for a second reading, and will take effect 30 days after December 8, 2023.

7. Old Business

7.1 Discussion on Media Policy – Vance Croney, Rachel McEneny, Board of Commissioners Office

Counsel explained that after Grogan’s presentation of the new Media Policy at a previous Board Meeting, some news media outlets and members of the public raised questions. Counsel worked with Grogan and then-Acting County Administrator Crager to address those questions. The justification for declining interviews from media outlets was removed from paragraph 6(g)(i)-(vi), packet pages 77-78.

McEneny added that the policy was revised with feedback from media partners, the Board, and the public. Staff want to give media and the public reasonable expectations for timely public information; this revision provides a more transparent and accessible policy.

Wyse was comfortable with removing meeting times from the policy, as long as the media understands that it may take a little time for staff to find requested information.

McEneny explained that timetables were removed because every day is different, some information takes longer to access, and many staff telework. However, a Public Information Office is available to the media after business hours, and the County will make every effort to provide everyone with the right information.

Malone noted that the County cannot always accommodate the media request in time to meet media deadlines, because the goal is accuracy. It was never the Board’s intention to restrict communication with the media; the original policy was misinterpreted, and these revisions clarify the Board’s real intentions.

Augerot added the intent of policy was to provide full context and transparency about what the County can do to share objective and accurate information. Augerot was very disappointed that the previous policy was perceived as an attack on the media, which it was definitely not intended to be. The County removed the sections that seemed more prescriptive, and made the policy more flexible.

MOTION: Augerot moved to adopt the Media Policy as revised by staff. Wyse seconded the motion, which **carried 3-0.**

8. Departmental Reports and Requests

8.1 Order #D2023-077, Authorizing the Payment of Property Taxes to Certain Municipalities or Other Taxing Districts in Advance for the Tax Year 2023-24 as Authorized by ORS 311.392 – Debbie Bauer, Financial Services

Bauer explained that every year the County disburses the smaller County Service Districts’ share of property taxes in advance so the districts can provide services (mainly road maintenance) to constituents. The County provides this service to districts with \$16,000 or less in annual tax

revenue. The total amount paid out is \$128,334. The County will distribute funds before December 1, 2023, which provides a 3% discount.

MOTION: Wyse moved to approve authorizing the payment of property taxes to certain municipalities and other taxing districts as detailed in the attachment to Order #2023-077. Augerot seconded the motion, which **carried 3-0.**

8.2 Budget Note: Report on External Fleet – Gary Stockhoff, Keith Nicolson, Public Works; Marilee Hoppner, Financial Services

Crager reviewed the budget note about the ongoing financial liability of the Public Works External Fleet Program (EFP). The Internal Fleet Program (IFP) is funded through a fixed amount paid by each department. EFP is funded by fees for services to external organizations, so revenue varies. Mechanics' labor must be tracked as external or internal. Fleet also has fixed cost. In 2021, the County implemented Mercury forecasting software that helped distinguish internal from external cost and revenues. The pandemic slowed EFP business. In the 2019-21 biennium, the Enterprise Fund had a \$465,000 deficit; the Board approved American Rescue Plan Act funds to compensate. In the 2021-23 biennium, there was a \$600,000 deficit. It is hard to hire and retain a full slate of mechanics, which makes it difficult to break even; Fleet currently has two of seven positions vacant. Also, staff found a problem with the Mercury model: it is impossible to reach certain targets to make the EFP work, because the model considered total hours for every mechanic, with no pro-rating between internal and external business. Staff would have to spend all their time on EFP to make the model work. The only way to fix this flaw is to change the labor rate from \$132 per hour (as in the last biennium) to \$200 per hour, but this would probably be too expensive for Benton's current government clients, and is well above market rates. For 2023-25, staff budgeted \$150,000 in reserve in case of another Fleet deficit, and approved one additional mechanic, but the billable hours targets are simply not achievable.

To balance the Fleet budget this biennium, the County would need to charge \$208 per hour. The current approved rate is \$143 per hour. In January 2023, market value was about \$155 per hour; the County is still trending below that, so there is room to increase, but \$208 is not feasible. As of September 30, 2023, Fleet had an \$81,000 deficit, which would mean a \$650,000 deficit by the end of the 2023-25 biennium. This will be addressed in the December 2023 budget supplement. Crager described options, which need more development:

1. Continue EFP as is, try to be more efficient, and continue to subsidize.
2. Discontinue EFP. However, a great deal of fixed cost would still remain. If IFP bears the burden, rates would rise. Also, many jurisdictions depend on that service.
3. Consider a different approach, such as serving only smaller jurisdictions. A subsidy might still be needed, but possibly not as much. Or, seek regionalization, which could involve other partners such as the City of Corvallis and Oregon State University (OSU).

Stockhoff noted that one of biggest hurdles is recruitment. Employers in this field have become very competitive.

Augerot stated that for option two, the Board would need to know the names of the external clients are and more about their ability to pay. On option three, OSU commissioned a report on a regional fleet model, but the Board never heard a result. Augerot would like to consider a larger regional partnership. The County could work more with the Linn-Benton Community College mechanics training program, to hire students before they graduate.

Stockhoff noted that many companies pay for a candidate's training, then hire them. The County has examined this option before, and works hard on recruiting. The first time regionalization was considered, OSU showed an interest in combining fleets, then withdrew. There has been initial discussion of teaming with Corvallis, but none recently.

Crager noted that Corvallis City Manager Mark Shepard recently expressed interest in discussing fleet regionalization.

McEneny stated that if the County transitions to an electrified fleet at some point, County mechanics must have the training and skillset to maintain those vehicles, and the County must have the infrastructure.

Stockhoff has examined this option. There are many restrictions about working on electric vehicle batteries; the current shop could not accommodate this activity. Staff will continue to examine options, but for now, it would be most cost-effective to outsource electric vehicle repair. Also, electric versions of road equipment are not available.

Wyse noted that Benton County's Fleet was rated in the top 10 nationally; the Board appreciates staff's good work. Wyse agreed with Augerot that it would be helpful to know who current clients are, and to know the other options for external partners if the County discontinued that service.

Malone felt it made sense to continue as currently, or regionalize. If other jurisdictions have the same challenges, expanding even slightly might save funds. The Kings Valley Fire Department uses County mechanics; EFP provides a service to smaller jurisdictions with less clout. The County rate has to be close to the job market. The County also needs to attract and retain mechanics with specialized expertise. Emergency vehicles must be maintained. A subsidy may be needed, but Malone would prefer it to be smaller. Malone favored continuing as currently and trying to fill the two positions to reduce the deficit.

Crager concurred that Fleet would continue to operate as currently, and the topic would be discussed again at the January 2024 Goal-Setting Meeting with more details on options. Community capacity is also a consideration, such as whether the County fills a niche the private sector cannot, and whether the County can bolster that capacity.

8.3 Budget Note: Community Health Centers (CHCs) Financial Viability – Lacey Mollel, Chris Campbell, Ahmed Zibare; Health Services

Crager reported that in January 2023, Financial Services projected that the CHCs would have a \$12.2 million deficit, plus contingency, for a total deficit of \$13.4 million. One approach that was used was a large application vacancy factor in the CHCs and Behavioral Health (BH), which offset the deficit by around \$6.5 million. Crager described strategies that were projected to increase revenue by \$6.1 million over the forecast, including: budget reductions, revenue recalibration, policy option packages, dedicated revenues, increasing provider panel size, and position elimination. These measures balanced the budget, but were very aggressive, raising some concerns. Crager praised staff for reducing costs by reframing professional service contracts and restricting travel, training, and other expenses. Other measures: the Alsea Clinic was temporarily closed. Staff are streamlining processes and removing duplications. All vacant positions are reviewed and, where appropriate, recalibrated or left vacant. The Drug Court Program was suspended and staff were reassigned.

The biennium started with a \$69.5 million budget; now, based on actuals, staff estimate \$60.9 million. Note that 35% for Linn County was deducted because Benton expected additional revenues from Linn (any additional fund balance can be transferred to Benton, but since there were no revenues, there was no transfer). Crager noted that the County did not cut Linn's funding by 35%.

The anticipated beginning CHC balance for this biennium was \$2.4 million, with projected earned revenues of \$67.1 million. Staff also built in contingency to have an ending balance. However, the actual beginning balance was \$1.9 million, and earned revenues through September 30, 2023 were \$51.5 million. Actual numbers fall short of the projection by 23.2%. Expenses are down 12%, but revenues are down further, for a remaining gap of 12.3%. Staff need to present a new, more realistic budget in January 2024. Staff are trying to renegotiate medical reimbursement rates (last done in 2002), but that will take at least a year. Leadership needs to discuss the future of the Alsea Health Clinic. Staff also must examine administrative costs. Staff will return at the January 2024 Goal-Setting Meeting with a more comprehensive recommendation of what services to change or cut, and how much to subsidize.

Augerot noted that about \$1 million of the beginning balance is restricted funds from House Bill (HB) 4004, designated for workforce incentive payments for BH, and the County has timelines to spend that, so that amount will not remain on the overall balance sheet.

Crager confirmed. Of that \$1.9 million, \$1.3 million is specific to BH services and \$300,000 is specific to the Linn County Health Clinic. The remaining \$600,000 is from HB 4004. The County must re-evaluate revenue projections to be more realistic, and determine whether that will require more expenditure reductions.

Chair Malone recessed the meeting at 12:06 p.m. and reconvened at 12:13 p.m.

8.4 Coordinated Homeless Response: Proposed Amendments to Home, Opportunity, Planning, and Equity (HOPE) Bylaws, Memorandum of Understanding (MOU), and Inter-Governmental Agreement (IGA) – April Holland, Rebecca Taylor; Health Services

Holland explained that at the last update, the Board identified a need to update the foundational documents of the four County Homelessness Response initiatives. Staff are presenting amendments to the HOPE Advisory Board (AB) bylaws. Additional time with partners is needed to update the MOU and IGA; staff will return with proposed edits to those pieces next week.

Taylor explained that these amendments arose from a review of the strategic plan, to ensure that the County moves in a strategic way with the House Bill (HB) 4123 implementation of a Coordinated Homeless Response system. Staff have clarified the roles of the HOPE AB and HOPE Executive Committee in relation to HB 4123 requirements and the operational and policy functions of the Coordinated Homelessness Response Office (CHRO). Staff clarified terminology, requirements, and CHRO operations, and defined the role of the HOPE AB, providing transparency for partners and the community. Taylor described the specific amendments that were addressed (see packet pages 158-161).

Taylor explained that Corvallis has an IGA with Benton County that supports CHRO. Taylor and Holland provided this information to Corvallis City Manager Mark Shepard, who will update the Corvallis City Council on November 6, 2023. County staff will attend the HOPE AB meeting, then return to the Board of Commissioners on November 13 or November 28, 2023. The current

HOPE Executive Committee supports these changes. Staff also informed the City of Philomath of the changes.

Augerot noted that the title of section E, ‘Advisory Board Responsibilities Authority,’ should read ‘Advisory Board Responsibilities and Authority.’ Augerot also noted that the terms of office for HOPE AB members are two years, but three-year terms often provide better staggering.

Holland offered to include term length in conversations with the other partners.

After discussion, it was determined that the item would return November 13, 2023 for approval of the MOU and IGA.

9. Information Sharing

9.1 Pat Malone, Board Chair

Malone noted the Great Oregon ShakeOut Drill will occur on October 19, 2023. Malone attended the Democratic Summit to prepare for the legislative short session in February 2024. Benton County has already begun conversations about seeking Behavioral Health (BH) funding in the short session. Preparation for the 2025 session is also underway. Malone attended some transportation meetings; a significant transportation funding package was passed in 2017, but was insufficient to fund all proposed projects, so another package will be developed. At the Summit, Malone sought Senator Sarah Gelsler-Blouin’s opinion on how Dial-a-Bus is performing.

9.2 Xanthippe Augerot, Commissioner

Augerot will moderate a panel on the House Bill 4123 process at the Association of Oregon Counties (AOC) 2023 Conference. Augerot is participating in AOC’s ongoing Health and Human Services (HHS) workshops, and will participate in a joint Public Safety and Health and Human Services (HHS) meeting about Measure 110. AOC intends to use that joint meeting to reach a mutual understanding of how the current measure and proposed changes would affect different counties, and to encourage counties to take their own legislative approach to the changes, because the issue may be very divisive. Other meetings will discuss intersections of BH and the Justice System, but focus more on specific legislative changes needed to fully fund the BH system, fund Crisis Respite Centers around the state, create residential treatment facilities, consider civil commitment law changes, and address other challenges with the State Hospital and the Aid and Assist program. Several counties will present about best practices and policy solutions in those areas to help queue up legislation for the 2025 long session.

The Willamette Criminal Justice Council appointed Augerot to its Justice Reinvestment Grant Review Committee, which examined proposals from counties on using State reinvestment dollars in Law Enforcement, Crisis Centers, and BH programs to reduce recidivism and reintegrate individuals into the community. Augerot will attend the Youth BH Summit in November 2023. Last week, the Corvallis Police Department, Benton County, and InterCommunity Health Network started Situation Table training, a triage approach to problem-solving for people at high risk of becoming involved with the Justice System, Emergency Room, or Crisis BH.

Augerot spoke at the Linn-Benton Housing Authority (LBHA) Board retreat about Benton housing efforts. This helped build more linkages between Executive Order 5019 funding and the Housing Authority, where Benton is exploring a different approach to rapid re-housing to reach the target of 31 people or households rehoused by January 2025. Augerot felt the partnership

with LBHA would be fruitful. McEneny, Crager, and Augerot took a Dial-a-Bus (DAB) ride-along. Discussion focused on DAB's work as a 501(c)3 non-profit organization to help individuals with disabilities stay involved in community life. DAB goes above and beyond to provide transportation connectivity for people in Benton, which is not covered by Benton's contracts, so there is discussion of how the two bodies can continue to provide that level of service without a transit contract. Augerot hoped to engage the County's Developmental Diversity Office, more of Health Services, and the Oregon Cascades West Council of Governments Aging and Disability Services on that topic.

9.3 Nancy Wyse, Commissioner

Wyse will sit on a land use panel at the AOC Conference.

10. Other

No other business was discussed.

11. Adjournment

Chair Malone adjourned the meeting at 12:56 p.m.

Pat Malone, Chair

Erika Milo, Recorder

** NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/05/24

[View Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Gary STockhoff

Phone Extension * 6010

Meeting Attendee Name * Gary Stockhoff and Charlene Pech

Agenda Item Details



Item Title * Benton Area Transit 5310 and 5311 Programs – Review and Approval

Item Involves * Check all that apply

- Appointments
- Budget
- Contract/Agreement
- Discussion and Action
- Discussion Only
- Document Recording
- Employment
- Notice of Intent
- Order/Resolution
- Ordinance/Public Hearing 1st Reading
- Ordinance/Public Hearing 2nd Reading
- Proclamation
- Project/Committee Update
- Public Comment
- Special Report
- Other

Estimated Time * 15 minutes

Board/Committee Involvement * Yes No

**Name of
Board/Committee**

Statewide Transportation Improvement Fund
(STIF) Advisory Committee

Advertisement*

- Yes
 No

Item Issues and Description

Identified Salient Issues*

The Oregon Department of Transportation (ODOT) administers Federal Section 5310 funding for projects aimed at meeting the transportation needs of older adults and people with disabilities throughout the State of Oregon. ODOT also administers Federal Section 5311 funds designed to provide general public transportation services to rural areas. Both funding sources are distributed by formula based on population, and all projects in Benton County must be consistent with the Benton County Coordinated Human Services Transportation Plan (Coordinated Plan), most recently updated in March 2023. For the upcoming 2025-27 biennium, Benton County expects to see a 3% decrease in Section 5311 funds, a 37% increase in 5310 STBG (Surface Transportation Block Grant) funds, and a 3% increase in 5310 Small Urban funds compared to the current biennium.

Section 5310 funding is provided in two allocations: Small Urban and STBG. The specific services provided by both the 5310 and 5311 funding are consistent with the Benton County Coordinated Plan and described below.

Attachment A

5310 Small Urban (\$360,484) – While these funds are administered by Benton County, they are associated with the federal Urbanized area. They provide paratransit for the fixed route transit services operated by the cities of Corvallis and Philomath, as Corvallis Transit System and the Philomath Connection. Paratransit service is a requirement of the Americans with Disabilities Act for all fixed route transit services and must be provided within $\frac{3}{4}$ mile of the route, naturally limiting the geographic reach of the service. An application process is required to establish eligibility, which must be renewed triennially. A 20% match is required and is paid by the City of Corvallis.

5310 STBG (\$307,363) – This provides countywide demand-response service branded as BAT (Benton Area Transit) Lift, though the service is limited based on available resources. This service is available to Benton County residents who are eligible because of being age 65 and older or having a disability, and with no other means of transportation. An application process is required to establish eligibility, which must be renewed triennially. A 10.27% match is required and is paid by Benton County using its Statewide Transportation Improvements Fund (STIF) Formula Population funds.

Attachment B

5311 (\$445,881) – 5311 funding is used to provide the Coast to Valley Express and 99 Express services provided by Benton Area Transit. These are general public transit services available to all residents and visitors and operate on specified routes and schedules. They are not considered urban fixed route and do not have the associated requirement for ADA paratransit. Operations projects have a match requirement of 43.92%, while capital and preventive maintenance activities require a local match of 10.27%. Benton County uses its Statewide Transportation Improvements Fund (STIF) Formula Payroll funds as match.

Per ODOT, use of 5310 funds requires review and recommendations from the Governing Body's (in this case, Board of Commissioners) advisory committee, but 5311 projects do not. The 5310 projects were reviewed by the Benton County Statewide Transportation Improvement Fund Advisory Committee on October 14, 2024, and they have recommended approval of the projects as presented.

Page 54 of 255

Options*

The Board of Commissioners can approve the projects as presented and/or as amended to address questions or concerns. The approved applications and projects will be forwarded to the Oregon Department of Transportation for their review and approval.

Fiscal Impact*

- Yes
- No

Fiscal Impact Description*

The funds provided by these programs are critical to the current service levels provided. Without the 5310 and 5311 funds, BAT would need to cut back current service levels to stay within the budgeted funds available.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
Transportation Services

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* Providing a robust transit program helps keep the community vibrant, livable, and equitable to all.

Focus Areas and Vision* Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* Provision of dependable and cost-effective transit services is important to the overall mobility and accessibility of all community members.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board approve the applications and projects as recommended by the Statewide Transportation Improvement Fund Advisory Committee.

Meeting Motions * I move to ...
...approve the projects for the Benton Area Transit Federal Section 5310 and 5311 programs as presented and direct staff to submit applications to the Oregon Department of Transportation.

Meeting Motion

I move to ...

...approve the projects for the Benton Area Transit Federal Section 5310 and 5311 programs as presented and direct staff to submit applications to the Oregon Department of Transportation.

Attachments, Comments, and Submission

Item Comments and Attachments





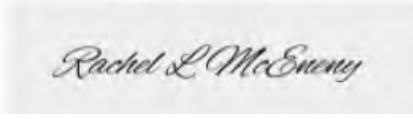
Attachments


Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

FY25-27 5310 Small Urban Application Packet Draft.pdf	279.31KB
FY25-27 5311 Application Packet_Draft.pdf	515.88KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

<p>1.</p> <p><u>Department Approval</u></p> <p>Comments</p> <p>Signature </p>	<p>5.</p> <p><u>BOC Final Approval</u></p> <p>Comments</p> <p>Signature </p>
<p>2.</p> <p><u>Counsel Approval</u></p> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <p><u>Finance Approval</u></p> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <p><u>County Administrator Approval</u></p> <p>Comments</p> <p>Signature </p>	

 Refresh

 Help

Complete Step
(Create)

Maintain


Actions

Work Flow History

Formula Application

(Prod)

2025-27 Benton County 5310 Formula

Applicant Benton County P O Box 1083 Corvallis, OR 97339-1083	Number: 10223305
D-U-N-S Number: 081966004	Date: 10/05/2024
FEIN: 936002285	Allocated Amount: \$360,484.00
Provider Type: County	Requested Amount: \$360,484.00
Contact: Charlene Pech	Allocated Balance: \$0.00
Phone: 1 (541) 7541748	Notice #: F25275310 
Fax:	Closing Date/Time: 11/20/2024 5:00 PM
Email: charlene.pech@corvallisoregon.gov	Planned Agreement Start: 07/01/2025
	Planned Agreement End: 06/30/2027

Comments: Benton County, through its transit program, Benton Area Transit, offers complementary paratransit services on behalf of the cities of Corvallis and Philomath. Eligibility is determined by the City of Corvallis, and approved riders receive service in accordance with ADA Paratransit federal guidelines during the operating hours and days of the Corvallis Transit System and the Philomath Connection.

Risk Assessment

1. Did your agency have any turnover of management or financial staff in the last two years?	Yes
2. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?	Yes
3. What type of accounting system does your agency use?	Combined
4. What is the financial software utilized?	MUNIS
5. Does your agency have a system in place that will account for 100 percent of each employee's time?	Yes
6. What is the time management software utilized to account for employee time?	ESS
7. Did your staff members attend required trainings and meetings during prior grant award cycles?	Yes
8. Mark all that apply ADA, Title VI, Financial, Drug and Alcohol, Solicitation Training, Other	
9. Was your agency audited by the Federal government in the past two years?	Yes
10. If you answered "Yes" in question 9, did the audit result in one or more audit findings?	Yes
11. Did your agency stay on budget in the past two years?	Yes
12. Is an agency or contractor providing services? If Yes, provide details. If No, write N/A. Dial-A-Bus of Benton County 4077 SW Research Way Corvallis, OR 97333 Contact Person: Steven Harder Executive Director steven.harder@bentoncountyyoregon.gov	

Funding Availability Timeline

13. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2025 Q3?	\$78,829
14. What will you be paying for and why is it needed? If not applicable, write N/A. The BATLift Paratransit service provides mandatory ADA-compliant transportation for seniors and individuals with disabilities throughout Benton County. This essential service ensures equitable access to transportation for some of our community's most vulnerable members. Without this service, many residents would lose access to critical resources such as healthcare, social services, and daily living needs.	

To sustain existing service levels and avoid significant hardships during Q3 2025, we are requesting reimbursement in the amount of \$45,061 for operational costs. This amount represents the quarterly costs necessary to maintain service continuity. It is important to note that the actual cost of providing these services is nearly double the funding provided by the grant, due to the specialized nature of the service, including the need for accessible vehicles, trained drivers, and adherence to ADA regulations.

Without this reimbursement, the service will face significant financial strain, which may result in reduced service hours, longer wait times, or the inability to meet demand, particularly for rural and underserved areas.

15. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2025 Q4	\$78,829
--	----------

16. What will you be paying for and why is it needed? If not applicable, write N/A.

The BATLift Paratransit service provides mandatory ADA-compliant transportation for seniors and individuals with disabilities throughout Benton County. This essential service ensures equitable access to transportation for some of our community's most vulnerable members. Without this service, many residents would lose access to critical resources such as healthcare, social services, and daily living needs.

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Without this reimbursement, the service will face significant financial strain, which may result in reduced service hours, longer wait times, or the inability to meet demand, particularly for rural and underserved areas.

17. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2026 Q1?	\$78,829
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18. What will you be paying for and why is it needed? If not applicable, write N/A.

The BATLift Paratransit service provides mandatory ADA-compliant transportation for seniors and individuals with disabilities throughout Benton County. This essential service ensures equitable access to transportation for some of our community's most vulnerable members. Without this service, many residents would lose access to critical resources such as healthcare, social services, and daily living needs.

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Without this reimbursement, the service will face significant financial strain, which may result in reduced service hours, longer wait times, or the inability to meet demand, particularly for rural and underserved areas.

19. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2026 Q2?	\$78,829
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20. What will you be paying for and why is it needed? If not applicable, write N/A.

The BATLift Paratransit service provides mandatory ADA-compliant transportation for seniors and individuals with disabilities throughout Benton County. This essential service ensures equitable access to transportation for some of our community's most vulnerable members. Without this service, many residents would lose access to critical resources such as healthcare, social services, and daily living needs.

To sustain existing service levels and avoid significant hardships during Q3 2025, we are requesting reimbursement in the amount of \$45,061 for operational costs. This amount represents the quarterly costs necessary to maintain service continuity. It is important to note that the actual cost of providing these services is nearly double the funding provided by the grant, due to the specialized nature of the service, including the need for accessible vehicles, trained drivers, and adherence to ADA regulations.

Without this reimbursement, the service will face significant financial strain, which may result in reduced service hours, longer wait times, or the inability to meet demand, particularly for rural and underserved areas.

21. Provide details about potential sources of funding other than Section 5310 that may be used to cover the expenses detailed in the previous question.

Although not guaranteed, Benton County may seek to utilize Statewide Transportation Improvement Funds (STIF) FY25-27 Carry Forward funds to help supplement the delay in reimbursement for Federal 5310 and other federal grant programs. These funds, if available, could provide temporary relief to cover essential operational costs, including the mandatory ADA paratransit services provided by BATLift.

STIF Formula(FY25-27): As the new STIF biennial funding cycle approaches, Benton County may request accelerated allocation of STIF Formula the FY25-27 period to cover operational costs. These funds, if available earlier in the cycle, could help bridge the gap created by the delayed federal reimbursements.

22. If you would like PTD to consider reimbursing eligible 5310 expenditures for your agency prior to Q2 2026, please explain why the funding is necessary to sustain existing service or avoid other significant hardships. If not applicable, write N/A.

Our agency respectfully requests consideration for early reimbursement of eligible 5310 expenditures prior to Q2 2026 to sustain essential paratransit services provided through the Benton Area Transit (BATLift) program. This funding is critical for maintaining ADA-mandated services for seniors and individuals with disabilities, whose transportation needs cannot be met by fixed-route services.

The funding is necessary to avoid significant service disruptions and hardships, including:

Sustaining ADA-Compliant Services: BATLift provides mandatory ADA transportation, ensuring mobility for individuals who

otherwise would not have access to essential services, including healthcare, grocery shopping, and social programs. These services are critical for maintaining the independence and quality of life for these community members.

Financial Strain Due to Service Costs: The cost of providing paratransit services is nearly double the amount provided by the current grant funding. Without early reimbursement, the service would face significant financial strain, potentially leading to reduced service hours, longer wait times, and limited availability for rural and underserved populations.

Maintaining Current Service Levels: Reimbursement prior to Q2 2026 would help ensure that the agency can sustain current service levels and avoid scaling back operations, which would disproportionately affect those who depend on the service for their daily mobility needs.

Agency Information

23. Service Area Small Urban area with population of 50,000 to 199,999	
24. Agency Urbanized Zone	Corvallis area
25. Select the type(s) of service that will be supported by this award. Select all that apply. Open only to seniors and individuals with disabilities	
26. Does your agency currently or will you be participating in the Oregon Public Transportation Division Transit Asset Management?	Yes
27. If you are not part of ODOT Public Transportation Division's Transit Asset Management Plan, did you create a TAM Plan?	Yes
28. Are any FTA-funded buildings that your transit agency owns located in a flood zone?	Yes
29. If yes, do you have flood insurance?	Yes
30. Certification Statement	Yes

Projects			
Number	Project Name	Status	Total
P-25-3038	Corvallis & Philomath Paratransit Services		\$432,580.00
Project Details			
Number	Type	Sub Type	Total
P-25-3038-01	Non-Capital	Purchased Service	\$389,302.00
P-25-3038-02	Non-Capital	Preventive Maintenance	\$43,278.00

Contractors

Agency Legal Name: Dial A Bus
Agency Type: Contractor
Address: 4077 SW Research Way
 Corvallis, OR 97333
Agency Contact Name: Steven Harder
Agency Contact Title: Director
Agency Contact Email: steven.harder@bentoncounty.gov
Agency Contact Telephone: (541) 752-2615

Control # 10223305

Corvallis & Philomath Paratransit Services

Applicant

Benton County
 P O Box 1083
 Corvallis, OR 97339-1083

Number: P-25-3038
Allocated Amount: \$360,484.00
Requested Amount: \$360,484.00
Allocated Balance: \$.00

Contact: Gary Stockhoff

Phone: 1 (503) 828-5543

Fax:

Email: gary.stockhoff@bentoncountyor.gov

Project Information

Urbanized Zone	Corvallis area
Agency Web Address	https://www.corvallisoregon.gov/cts#:~:text=Corvallis%20Transit%20System%20(CTS)%20is%20the%20fareless%20public https://bat.bentoncountyor.gov/
Service Type	Complementary Paratransit

**Requested
(Summary)**

Total Project Budget: \$437,066.00
Local Match: \$87,413.00
Total Grant: \$360,484.00

[Click here to enter Attachments]

Project Details				
Number	Type	Sub Type	Status	Total
P-25-3038-01	Non-Capital	Purchased Service	Incomplete	\$393,793.00
P-25-3038-02	Non-Capital	Preventive Maintenance	Incomplete 🚧	\$43,273.00

Control # 10223306

Number: P-25-3038-01
Date: 10/20/2024

Task Description

Benton Area Transit (BAT) contracts with Dial-A-Bus (DAB) to manage the daily operations of the BAT and BATLift services, which include both demand-response and ADA paratransit services. DAB is responsible for scheduling rides, dispatching, and managing the recruitment and HR administrative duties for its employees. The 5310 STBG and 5310 Small Urban grant funds will support these services, ensuring access to transportation for seniors and individuals with disabilities in Benton County, including the cities of Corvallis and Philomath.

Task Budget

Task Cost \$393,793.00
 Match Ratio (Fund/Provider) 80%/20%
 Total Grant Request \$315,034.00

Match Source

State \$0.00
 Local \$78,758.00
 Fare Box \$0.00
 In Kind \$0.00
 Other \$0.00

Project Service Description

Dial-A-Bus oversees the daily operations of BAT and BATLift services. This includes employee dispatch, ride scheduling, and human resources management, which covers recruiting, hiring, and administrative support for DAB's operational staff.

Is project derived from a Coordinated Plan?	Yes
Coordinated Project Plan page#	26
Coordinated Plan adopted	03/01/2024

Project Deliverables and Outcomes

Enter the estimated number of unduplicated individuals (older adults and persons with disabilities) this project proposes to support	429
Enter the estimated number of one-way rides this project proposes to provide	33,000

Is this project part of a group of activities or projects that are dependent on each other (for example, a new transit service that requires capital and operating funds)?	No
If Yes, Provide Details of Grouped Service Activities	

Does your transit agency have an existing contract for transit?	Yes
If "Yes," name the contractor. If "No," describe how the transit agency will procure the service and name contractor.	
Dial A Bus	

Number: P-25-3038-02
Date: 10/20/2024

Task Description

This project will utilize 5310 grant funds to support the preventive maintenance of Benton Area Transit (BAT) vehicles, which serve seniors and individuals with disabilities throughout Benton County. Ensuring the regular maintenance of the BAT fleet is critical to maintaining reliable, safe, and efficient ADA paratransit services under the BATLift program. These services provide essential transportation for individuals with disabilities enabling access to healthcare, employment, and other necessary services.

Task Budget

Task Cost \$43,278.00
 Match Ratio (Fund/Provider) 80%/20%
 Total Grant Request \$34,622.00

Match Source

State \$0.00
 Local \$8655.00
 Fare Box \$0.00
 In Kind \$0.00
 Other \$0.00

Is project derived from a Coordinated Plan?	Yes
Coordinated Project Plan page#	26
Coordinated Plan adopted	03/21/2023

Indicate preventative maintenance type. Choose from facility or fleet.	Fleet
Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:	
Benton Area Transit (BAT) works in close coordination with multiple local and regional service providers to ensure that seniors and individuals with disabilities receive consistent, reliable, and comprehensive transportation services. The preventive maintenance of BAT vehicles ensures ADA paratransit services provided through the BATLift program remain dependable, which is crucial for coordinating with other community and human services programs.	
Is a preventive maintenance plan submitted with your application? A plan reflecting current policies, procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.	Yes
If "No," explain how and when your preventive maintenance plan will be provided.	
Number of vehicles included in this preventive maintenance project.	19
Describe how the vehicle(s) will be used for seniors and individuals with disabilities	
This project strengthens the ability of Benton County to provide reliable transportation for seniors and individuals with disabilities, while effectively coordinating with a network of service providers and transportation partners to ensure no gaps in coverage for these vulnerable populations.	
Describe the gap(s) in service that will be addressed by the project, the expanded service area, and how the new vehicle(s) will address the service need.	
These vehicles operate within Corvallis and Philomath to provide curb-to-curb ADA paratransit service, ensuring compliance with ADA regulations and offering an essential alternative for individuals unable to use fixed-route public transit.	
Is this task part of a group of tasks that are dependent on each other (for example, bus washing station dependent on facility)?	No
If "Yes," provide details of interdependent tasks.	

Refresh

Help

Complete Step
(Create)

Maintain

Actions

Work Flow History

Formula Application

(Prod)

2025-27 Benton County 5311 Formula

Applicant

Benton County
P.O. Box 1083
Corvallis, OR 97339-1083

D-U-N-S Number: 081966004
FEIN: 936002285
Provider Type: County

Contact: Gary Stockhoff
Phone: 1 (503) 828-5543
Fax: -
Email: gary.stockhoff@bentoncountyor.gov

Number: 10222834
Date: 09/26/2024
Allocated Amount: \$445,881.00
Requested Amount: \$445,881.00
Allocated Balance: \$0.00
Notice #: E25275311
Closing Date/Time: 11/20/2024 5:00 PM
Planned Agreement Start: 07/01/2025
Planned Agreement End: 06/30/2027

Comments: Benton Area Transit is seeking funding through the 5311 Rural Transit Assistance Program to support the continued operation, administrative costs, and maintenance of our transit services in Benton County. With an allocation of \$445,881.00 and an operating budget of \$535,957, this grant will fund the operations of our contracted provider, Dial-A-Bus, and cover administrative support provided by Benton Area Transit. Additionally, these funds will be used for fleet vehicles preventive maintenance and fuel for the 99 Express and Coast to Valley fixed routes, ensuring reliable and accessible transportation options for rural communities in Benton County.

Risk Assessment

- 1. Did your agency have any turnover of management or financial staff in the last two years? Yes
- 2. Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award? Yes
- 3. What type of accounting system does your agency use? Automated
- 4. What is the financial software utilized? MUNIS
- 5. Does your agency have a system in place that will account for 100 percent of each employee's time? Yes
- 6. What is the time management software utilized to account for employee time? ESS
- 7. Did your staff members attend required trainings and meetings during prior grant award cycles? Yes
- 8. Mark all that apply
ADA, Title VI, Financial, Drug and Alcohol, Solicitation Training
- 9. Was your agency audited by the Federal government in the past two years? Yes
- 10. If you answered "Yes" in question 9, did the audit result in one or more audit findings? Yes
- 11. Did your agency stay on budget in the past two years? Yes
- 12. Is an agency or contractor providing services? If Yes, Provide details. If No, write N/A.
Dial A Bus

4077 SW Research Way
Corvallis, OR 97333
(541) 752-2615

Steven Harder, Director
steven.harder@bentoncounty.gov

Funding Availability Timeline

13. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2025 Q3? \$18,094

14. What will you be paying for and why is it needed? If not applicable, write N/A.

Vendor Contract Costs:

A significant portion of the reimbursement request will cover ongoing contract payments to Dial-A-Bus (DAB), our vendor responsible for managing the daily operations of Benton Area Transit (BAT). These costs include dispatching, scheduling, and HR management for CTV and 99 Express. Ensuring that these services remain uninterrupted is critical, as any reductions in

funding could lead to service cutbacks.

Driver Wages and Benefits:

The reimbursement will also cover wages and benefits for drivers employed by DAB. These employees are integral to providing door-to-door and paratransit services throughout Benton County. Maintaining appropriate staffing levels is essential to ensure that service requests are met in a timely and efficient manner.

15. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2025 Q4 \$18,094

16. What will you be paying for and why is it needed? If not applicable, write N/A.

Vendor Contract Costs:

A significant portion of the reimbursement request will cover ongoing contract payments to Dial-A-Bus (DAB), our vendor responsible for managing the daily operations of Benton Area Transit (BAT). These costs include dispatching, scheduling, and HR management for CTV and 99 Express. Ensuring that these services remain uninterrupted is critical, as any reductions in funding could lead to service cutbacks.

Driver Wages and Benefits:

The reimbursement will also cover wages and benefits for drivers employed by DAB. These employees are integral to providing door-to-door and paratransit services throughout Benton County. Maintaining appropriate staffing levels is essential to ensure that service requests are met in a timely and efficient manner.

17. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2026 Q1? \$18,094

18. What will you be paying for and why is it needed? If not applicable, write N/A.

Vendor Contract Costs:

A significant portion of the reimbursement request will cover ongoing contract payments to Dial-A-Bus (DAB), our vendor responsible for managing the daily operations of Benton Area Transit (BAT). These costs include dispatching, scheduling, and HR management for CTV and 99 Express. Ensuring that these services remain uninterrupted is critical, as any reductions in funding could lead to service cutbacks.

Driver Wages and Benefits:

The reimbursement will also cover wages and benefits for drivers employed by DAB. These employees are integral to providing door-to-door and paratransit services throughout Benton County. Maintaining appropriate staffing levels is essential to ensure that service requests are met in a timely and efficient manner.

19. What is the expected reimbursement request amount to sustain service existing service and/or avoid other significant hardships in 2026 Q2? \$18,094

20. What will you be paying for and why is it needed? If not applicable, write N/A.

Vendor Contract Costs:

A significant portion of the reimbursement request will cover ongoing contract payments to Dial-A-Bus (DAB), our vendor responsible for managing the daily operations of Benton Area Transit (BAT). These costs include dispatching, scheduling, and HR management for CTV and 99 Express. Ensuring that these services remain uninterrupted is critical, as any reductions in funding could lead to service cutbacks.

Driver Wages and Benefits:

The reimbursement will also cover wages and benefits for drivers employed by DAB. These employees are integral to providing door-to-door and paratransit services throughout Benton County. Maintaining appropriate staffing levels is essential to ensure that service requests are met in a timely and efficient manner.

21. Provide details about potential sources of funding other than Section 5311 that may be used to cover the expenses detailed in the previous questions.

State Transportation Improvement Fund (STIF): Benton County can leverage STIF Population funds, which provide support for public transportation services that benefit low-income populations and improve mobility options. These funds are commonly used to match federal grant dollars like 5310 to maximize available resources.

Agency Information

22. Are you part of the Oregon Public Transportation Division Transit Asset Management (TAM) plan? Yes

23. If you are not part of the Oregon Public Transportation Division Transit Asset Management (TAM) plan, did you create a TAM plan? No

24. Are any FTA-funded buildings that your transit agency owns located in a flood zone? Yes

25. If yes, do you have flood insurance? Yes

26. Select the type(s) of service that will be supported by this award. Select all that apply. Commuter

27. Does your agency provide services in any area where another provider also provides transportation service? Yes

28. If yes, list other providers and areas of coordinated service.

Corvallis Transit System (CTS), Albany Transit System (ATS) and Lincoln County Transit(LCT).

1. Scheduling and Routing

2. Service Alerts and Communication

3. Data and Ridership Coordination

29. Certification Statement Yes

Projects

Number	Project Name	Status	Total
P-25-3040	Coast to Valley and 99 Express	Incomplete	\$728,743.00

Project Details

<u>Number</u>	<u>Type</u>	<u>Sub Type</u>	<u>Status</u>	<u>Total</u>
P-25-3040-01 <input type="checkbox"/>	Non-Capital	Operations		\$618,188.00
P-25-3040-03 <input type="checkbox"/>	Non-Capital	Preventive Maintenance		\$57,460.00
P-25-3040-04 <input type="checkbox"/>	Non-Capital	Administration		\$53,095.00

Contractors

Agency Legal Name: Dial A Bus
Agency Type: Contractor
Address: 4077 SW Research Way
Corvallis, OR 97333
Agency Contact Name: Steven Harder
Agency Contact Title: Director
Agency Contact Email: steven.harder@bentoncounty.gov
Agency Contact Telephone: (541) 752-2615

Control # 10222834

Coast to Valley and 99 Express

Applicant

Benton County
P O Box 1083
Corvallis, OR 97339-1083

Number: P-25-3040
Allocated Amount: \$445,881.00
Requested Amount: \$445,881.00
Allocated Balance: \$0.00

Contact: Gary Stockhoff
Phone: 1 (503) 828-5543
Fax:
Email: gary.stockhoff@bentoncountyor.gov

Project Scope

Are the transportation services funded in any part by this award open to the general public?	Yes
If No, please explain	N/A
Are there policies in place that restrict access in any manner to the general public?	No
If Yes, please explain.	N/A
Describe the area served by the project. The project serves Benton County and the surrounding areas through two key fixed routes: the 99 Express and the Coast to Valley. 99 Express: This route operates within Benton County providing a vital connection between the City of Corvallis, Lewisburg, and Adair Village. It is designed to link key destinations such as residential areas, business districts, educational institutions, and other essential services, offering reliable and frequent service to residents commuting within the county. Coast to Valley: Connects Benton County to neighboring regions, specifically linking the cities of Corvallis, Albany and Newport, providing essential transportation across the Coast and Valley areas. It serves as an inter-county transit option for residents traveling between the Willamette Valley and the Oregon Coast, supporting both daily commuters and individuals needing access to healthcare, education, and other critical services across county lines.	
Select the counties served by this project. BENTON, LINCOLN, LINN	
Has your service area changed since your previous 5311 award?	No Change
If you added or eliminated service area(s), please explain the changes.	N/A

Service Description

Service Type	Fixed Route
Days of Service Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	
Hours of Operation - Start Time (eg: 8:30 AM)	6:15 AM
Hours of Operation - End Time (eg: 8:30 AM)	6:45 PM
Does your agency provide incidental transit services such as charter, school trippers, meal delivery, or sightseeing?	No
If Yes, describe.	N/A
How does your agency include input from the public to develop service plans and standards? Benton Area Transit actively engages the public in the development of service plans and standards through a variety of methods to ensure that community needs and preferences are reflected in our transit services. Key strategies include: Surveys and Public Feedback Forms; Partnerships with Local Organizations; Statewide Transportation Improvement Fund (STIF) Advisory Committees; and Public Comment Periods. By utilizing these methods, Benton Area Transit ensures that our service plans and standards are community-driven	
How does your agency market its services? Benton Area Transit (BAT) uses a multi-faceted approach to market its services, ensuring that information reaches a wide and diverse audience across Benton County. Key marketing strategies include: Digital Marketing and Social Media; Printed Materials; Local Partnerships and Outreach; Public Events and Community Engagement; On-Board Announcements and Transit Advertising; and Local Media	

Requested (Summary)

Total Project Budget: \$728,743.00
Local Match: \$282,862.00
Total Grant: \$445,881.00

[Click here to enter Attachments]

Project Details

Number	Type	Sub Type	Status	Total
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P-25-3040-01	Non-Capital	Operations		\$618,188.00
P-25-3040-03	Non-Capital	Preventive Maintenance		\$57,460.00
P-25-3040-04	Non-Capital	Administration		\$53,095.00

Control # 10223312

Number: P-25-3040-01
Date: 10/06/2024

Task Description

Purchased Services: Operations for Coast to Valley and 99 Express

Benton Area Transit (BAT) contracts with Dial-A-Bus to the Coast to Valley and 99 Express, two critical fixed-route services connecting Linn, Lincoln and Benton County's. These fixed routes provide essential transportation options for commuters, students, and individuals accessing healthcare and other vital services, enhancing regional mobility and connectivity between the Willamette Valley and the Oregon Coast.

BAT oversees the following key components to ensure effective and compliant service delivery:

Monitoring Compliance: BAT closely monitors Dial-A-Bus for all compliance-related activities. This includes ensuring adherence to federal and state regulations, including ADA standards, and verifying operational practices meet the standards for safety, accessibility, and service reliability. BAT's oversight ensures that services remain compliant and accessible to all eligible riders. Additionally, BAT's Special and Rural Transportation Coordinator works closely with Lincoln County Transit to optimize scheduling and connections for seamless regional transit.

Contracted Daily Operations: Dial-A-Bus is responsible for the day-to-day operations of the Coast to Valley and 99 Express. This includes driver management and training, scheduling, dispatching, and route adherence. Dial-A-Bus ensures that drivers are trained in safety protocols, ADA requirements, and customer service, providing professional and reliable service to passengers.

Fleet Preventive Maintenance: Benton County directly manages all preventive maintenance and fleet activities to maintain vehicle safety and reliability. This includes conducting regular inspections, scheduling maintenance services, and managing fuel supplies. By overseeing these tasks, BAT ensures the vehicles are in optimal condition, minimizing service disruptions and enhancing the overall safety of the service.

Performance Tracking: While Dial-A-Bus manages daily operations, BAT collects and reviews performance data, including ridership statistics, on-time performance, and feedback from riders. This data helps BAT assess the effectiveness of the service, make necessary improvements, and ensure that the service meets the needs of the community efficiently.

Through this structured partnership, BAT maintains oversight and compliance, while Dial-A-Bus executes the daily operational components of the Coast to Valley and 99 Express. This collaborative approach ensures a reliable, accessible, and efficient transportation service that supports mobility for residents across Benton and Lincoln Counties.

Task Budget

Task Cost \$618,188.00
 Match Ratio (Fund/Provider) 56.08%/43.92%
 Total Grant Request \$346,680.00

Match Source

State \$271,508.00
 Local \$0.00
 Fare Box \$0.00
 In Kind \$0.00
 Other \$0.00

Is project derived from a Coordinated Plan?	Yes
Coordinated Project Plan page#	27
Coordinated Plan adopted	03/01/2023

Number: P-25-3040-04
Date: 10/21/2024

Task Description

This Task will utilize Federal Transit Administration (FTA) Section 5311 funds to support a portion of the essential administrative functions required to maintain, manage, and operate Benton Area Transit (BAT), which serves the rural communities of Benton County, Oregon. BAT provides vital public and paratransit services, ensuring access to transportation for rural residents, seniors, and individuals with disabilities. This project focuses on covering a portion of the administrative costs necessary to facilitate the ongoing operations of these services in compliance with federal, state, and local requirements.

Task Budget

Task Cost \$53,095.00
Match Ratio (Fund/Provider) 89.73%/10.27%
Total Grant Request \$47,642.00

Match Source

State \$5,453.00
Local \$0.00
Fare Box \$0.00
In Kind \$0.00
Other \$0.00

Is project derived from a Coordinated Plan?	Yes
Coordinated Project Plan page#	27
Coordinated Plan adopted	03/21/2023

Number:

P-25-3040-03

Date:

10/06/2024

Task Description

Benton Area Transit's (BAT) Fleet Services Preventive Maintenance program is designed to ensure the safety, reliability, and longevity of the vehicles used in our transportation services. The program follows a structured schedule of routine inspections, maintenance, and repairs to minimize vehicle breakdowns and service disruptions. By adhering to industry best practices and manufacturer guidelines, BAT maintains its fleet in optimal operating condition, enhancing the safety and efficiency of transportation services for our community.

Task Budget

Task Cost	\$57,460.00
Match Ratio (Fund/Provider)	89.73%/10.27%
Total Grant Request	\$51,559.00

Match Source

State	\$5,901.00
Local	\$0.00
Fare Box	\$0.00
In Kind	\$0.00
Other	\$0.00

Is project derived from a Coordinated Plan?	Yes
Coordinated Project Plan page#	27
Coordinated Plan adopted	03/01/2025

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/05/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Joe Mardis

Phone Extension * 6285

Meeting Attendee Name * Joe Mardis

Agenda Item Details



Item Title * Order No. D2024-057, Naming of Rosenast Road Private Road No. 3350

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 Minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

**Names/Dates of
Publications**

List each publication name and date

Notice of Public Hearing: Corvallis Gazette
Times

Item Issues and Description

Identified Salient Issues*

A petition submitted by Peter A. Rosenast requesting a private road to be named Rosenast Road was signed by 100% of the residents along the road.

The property includes a residence and a dairy farm that has been on the property for years by the same signers of the petition.

Options*

Approve or deny the naming.

Fiscal Impact*

- Yes
- No

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections*

Vibrant Livable Communities providing road naming that promotes the health, safety, and welfare of the public.

High Quality Environment and Access for emergency services to locate the existing residence and business for safety.

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection*

Community safety for providing better location of the residence and the business for emergency services.

Mobility and transportation by putting up the road name sign to determine the location of the driveway for a better location of the business.

Recommendations and Motions

Item Recommendations and Motions

Staff Staff recommends approval of Order No. D2024-057 for naming Rosenast Road,
Recommendations * Private Road No. 3350.

Meeting Motions * I move to ...
...approve Order No. D2024-057 for naming Rosenast Road, Private Road No.
3350.

Meeting Motion

I move to approve Order No. D2024-057 for naming
Rosenast Road, Private Road No. 3350.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

ROSENAST PETITION.pdf	4.62MB
Order D2024-057 Naming Rosenast Road.pdf	105.5KB

Comments (optional) Record at records and return to Joe Mardis
If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

1.

Department Approval

Comments

Signature



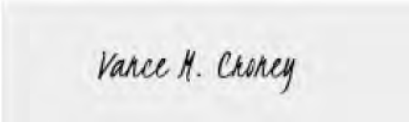
Gary Stockhoff

2.

Counsel Approval

Comments

Signature



Vance H. Cooney

3.

County Administrator Approval

Comments

Signature



Rachel L. McEneny

4.

BOC Final Approval

Comments

Signature



Ananda Makepeace

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Naming Rosenast Road)
Private Road No. 3350)**

ORDER NO. D2024-057

THE ABOVE-ENTITLED MATTER COMING NOW FOR CONSIDERATION BY THE BOARD AND,

IT APPEARING TO THE BOARD THAT

The County Surveyor has processed the petition for the naming of Rosenast Road as required in the Benton County Code, section 7.115(1); and

The County Surveyor recommends naming Rosenast Road, Private Road No. 3350.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above said road be named Rosenast Road, Private Road No. 3350.

Adopted this 5th day of November 2024.

Signed this 5th day of November 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Approved as to form:

Nancy Wyse, Vice Chair

Vance M. Croney
County Counsel

Pat Malone, Commissioner

DATE: October 10, 2024

TO: BENTON COUNTY SURVEYOR

SUBJECT: REQUEST FOR ROAD NAME

We, the undersigned landowners and concerned individuals request that our road be named ROSENAST ROAD. A map is attached showing the location of our road.

NAME (PLEASE PRINT)	SIGNATURE	ADDRESS	MAP AND TAX LOT
<u>Peter A. Rosenast</u>	<u><i>Peter A. Rosenast</i></u>	<u>4000</u>	<u>125210000504</u>
<u>Peter A. Rosenast</u>	<u><i>Peter A. Rosenast</i></u>	<u>4002</u>	<u>125210000600</u>

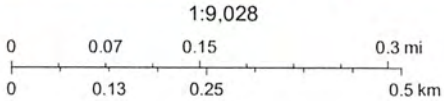
CONTACT PERSON: Rebecca Kimmell TELEPHONE NUMBER 541-250-1213

Any questions contact the Benton County Surveyor's Office Phone number 541-766-6285.

ROSENAST ROAD



10/10/2024, 3:12:02 PM



Benton County Public Works - County Surveyor, Benton County, Oregon, Esri, HERE, U.S. Forest Service, County of Benton, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri, HERE, Garmin, GeoTechnologies, Inc., Intermap,

Benton County, Oregon
MAY NOT BE SUITABLE FOR LEGAL, ENGINEERING, OR SURVEY PURPOSES

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/05/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Public Works

Contact Name * Laurel Byer

Phone Extension * 6013

Meeting Attendee Name * Laurel Byer

Agenda Item Details 

Item Title * Acceptance of Easements for the Corvallis to Albany Path: Pilkington to Merloy Avenue

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 5 minutes

Board/Committee Involvement * Yes No

Advertisement*

- Yes
- No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

The following is a list of easements obtained for the Corvallis to Albany Path:
Pilkington to Merloy Avenue:

Public Utility and Access Easement for a Multiuse Path from Trillium Family Services, Inc.

Options*

- 1) Accept the easement documents.
- 2) Take no action

Fiscal Impact*

- Yes
 No

2040 Thriving Communities Initiative

Mandated Service? * Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

- Core Values *** Select all that apply.
- Vibrant, Livable Communities
 - Supportive People Resources
 - High Quality Environment and Access
 - Diverse Economy that Fits
 - Community Resilience
 - Equity for Everyone
 - Health in All Actions
 - N/A

Explain Core Values Selections * Providing alternatives for transportation, whether it be transit-based or bicycle- and pedestrian-based, is a key component of meeting a core value of a livable community with equitable options for all. It also encourages healthier lifestyles by creating opportunities for the public to use facilities that are outside a normal road or highway setting. The ultimate build-out of the Corvallis-Albany Multiuse Path will connect the two communities on a lower stress network so that all ages and abilities will be able to utilize the path.

- Focus Areas and Vision *** Select all that apply.
- Community Safety
 - Emergency Preparedness
 - Outdoor Recreation
 - Prosperous Economy
 - Environment and Natural Resources
 - Mobility and Transportation
 - Housing and Growth
 - Arts, Entertainment, Culture, and History
 - Food and Agriculture
 - Lifelong Learning and Education
 - N/A

Explain Focus Areas and Vision Selection * The focus areas and vision feed into the above core values as outdoor recreation is a key component of livable communities. The proposed path encourages healthier lifestyles by creating opportunities for the public to use facilities that are outside and in an incredible setting here in the Valley. The ultimate build-out of the Corvallis-Albany Multiuse Path will connect the two communities on a lower stress network so that all ages and abilities will be able to utilize the path. The path will also encourage additional bicycle commuting between the two communities thereby reducing the number of cars on the highway and reducing greenhouse gas emissions.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board of Commissioners accept and approve the Public Utility and Access Easement for the Corvallis to Albany Path: Pilkington to Merloy Avenue.

Meeting Motions * I move to ...
...accept and approve the Public Utility and Access Easement for the Corvallis to Albany Path: Pilkington to Merloy Avenue.

Meeting Motion

I move to accept and approve the Public Utility and Access Easement for the Corvallis to Albany Path: Pilkington to Merloy Avenue.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Access Easement Trillium.pdf	68.47KB
US 20 Corvallis-Albany Multi-Use Path Map.pdf	268.46KB
Easement Description.pdf	142.42KB

Comments (optional) Do not sign attached. Original will need to be signed.
If you have any questions, please call ext.6800

Department Approver GARY STOCKHOFF

1.

Department Approval

Comments

Signature



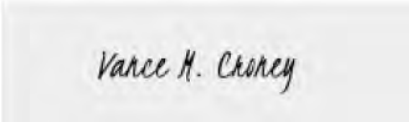
Gary Stockhoff

2.

Counsel Approval

Comments

Signature



Vance H. Cooney

3.

County Administrator Approval

Comments

Signature



Rick Crager

4.

BOC Final Approval

Comments

Signature



Amanda Makepeace

AFTER RECORDING RETURN TO:
Benton County Public Works
360 SW Avery Avenue
Corvallis, Oregon 97333

**PUBLIC UTILITY AND ACCESS EASEMENT
FOR A MULTI-USE PATH**

KNOW ALL PERSONS BY THESE PRESENTS, that Trillium Family Services, Inc., an Oregon non-profit corporation, which acquired title as The Children's Farm Home of the Oregon W.C.T.U., hereinafter referred to as Grantor, is the owner of real property described herein and does hereby and forever grant unto Benton County, a Political Subdivision in the State of Oregon, hereinafter referred to as the County, a permanent Public Utility and Access Easement for a multi-use path used by utilities, pedestrians and bicycles, on that certain real property described in document 2018-570845 Benton County Deed Records Benton County, Oregon, over and along the full length and width of the premises described as follows; to wit:

REFER TO ATTACHED EXHIBIT "A" and Map
Public Utility and Access Easement

With the right, privilege, and authority, to said County, to construct, maintain, replace, reconstruct, and/or remove the access facilities and including the right to public utility companies to install, maintain, and repair public utilities, with all appurtenances incident thereto or necessary therewith, on, under and across the said premises, on said easement described in EXHIBIT "A", and to cut and remove from said easement any trees and other obstructions which may endanger the safety or interfere with the construction, use or maintenance of said easement and the right of ingress and egress to, over, and from the above described premises at any and all times for the purpose of doing anything necessary, useful, or convenient for the enjoyment of the easement hereby granted.

The County and public utility companies shall, upon each and every occasion that construction, maintenance, reconstruction, replacement, or removal occurs, restore the premises of the Grantor and any improvements disturbed by said activities to a condition as near as practicable as they were prior to any such installation or work.

Grantor reserves the right to use the surface of the premises for walkways, driveways, and related purposes that are consistent with the construction, use, and maintenance of said facility on the premises. Further, Grantor retains the right to use the easement for any purpose that is not inconsistent with the uses allowed under the easement. No building or permanent structure that would enjoin the County or public utility companies from the intended purpose of this easement shall be placed on the premises.

By: _____ By: _____
Name: Nali Thanasook / Trillium Family Services Name: ~~N/A~~
It's: Sr. VP of Finance It's: ~~_____~~

STATE OF OREGON)
) ss.
County of Benton)

The foregoing instrument was acknowledged before me this 24th day of October, 2024, by Nali Thanasook as Senior VP of Finance of Trillium Family Services, Inc., an Oregon non-profit corporation, which acquired title as The Children's Farm Home of the Oregon W.C.T.U.



Melanie Johnson
NOTARY PUBLIC FOR OREGON
My Commission Expires: October 31, 2025

Accepted and Approved by the
Benton County Board of Commissioners

By: _____
Chair, Board of Commissioners

Date: _____

Permanent Easement for Multi-use Path and Utilities

A parcel of land lying in the SE¼ of Section 18 and the NE¼ of Section 19, Township 11 South, Range 4 West, W.M., in Benton County, Oregon, and being a portion of that property designated as Property 2, described in a Declaration of Property Line Adjustments and Deed of Conveyance to Trillium Family Services, Inc., recorded June 6, 2018 as Instrument No. 2018-570845 of Benton County Clerk Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Easterly side of the center line of the relocated Albany-Corvallis Highway (US20), which center line is described as follows:

Beginning at Engineer's center line Station 301+59.80, said station being 3,029.74 feet South and 3,164.54 feet West of the Northeast corner of the William Taylor Donation Land Claim No. 46 situate in Section 8, Township 11 South, Range 4 West, W.M.; thence South 34° 00' 20" West 977.80 feet; thence on a 1,432.04 foot radius curve left (the long chord of which bears South 29° 46' 20" West 211.42 feet) 211.61 feet to Engineer's center line Station 313+49.21 Back equals 313+49.30 Ahead; thence South 25° 32' 20" West 768.90 feet; thence on a 5,734.58 foot radius curve left (the long chord of which bears South 23° 38' 29" West 379.79 feet) 379.86 feet to Engineer's center line Station 324+98.06 Back equals 324+98.20 Ahead; thence South 21° 44' 37" West 2,296.21 feet to Engineer's center line Station 347+94.42 Back equals 347+91.20 Ahead; thence South 21° 26' 42" West 1,781.50 feet; thence on a 11,604.07 foot radius curve left (the long chord of which bears South 20° 45' 42" West 276.78 feet) 276.79 feet to Engineer's center line Station 368+49.49 Back equals 368+49.21 Ahead; thence South 20° 04' 42" West 2,524.44 feet; thence on a spiral curve right (the long chord of which bears South 22° 16' 41" West 219.87 feet) 220.00 feet; thence on a 954.93 foot radius curve right (the long chord bears South 28° 46' 56" West 70.11 feet) 70.13 feet; thence on a spiral curve right (the long chord of which bears South 35° 17' 10" West 219.87 feet) 220.00 feet; thence South 37° 29' 09" West 287.15 feet; thence on a 7,161.97 foot radius curve left (the long chord bears South 32° 05' 39" West 1,345.94 feet) 1,347.93 feet to Engineer's center line Station 415+18.84 Back equals 415+19.39 Ahead; thence South 26° 42' 09" West 1,576.80 feet to Engineer's center line Station 430+96.19.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Easterly Side of Center Line
348+28.00		348+71.00	72.00 in a straight line to 80.00
348+71.00		362+30.00	80.00 in a straight line to 79.00
362+30.00		367+45.00	79.00 in a straight line to 77.00
367+45.00		370+00.00	77.00 in a straight line to 80.00
370+00.00		370+35.00	80.00 in a straight line to 82.00
370+35.00		370+70.00	82.00

EXHIBIT A - Page 2 of 2

File B003
Drawing RW9687M
November 8, 2022

Bearings are based on the Oregon Coordinate Reference System, Salem Zone, NAD 83 (2011) epoch 2010.00 per Benton County Survey File Number 11017.

This parcel of land contains 28,198 square feet, more or less, outside the existing right of way.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED 2022.11.11
11:58:56-08'00'

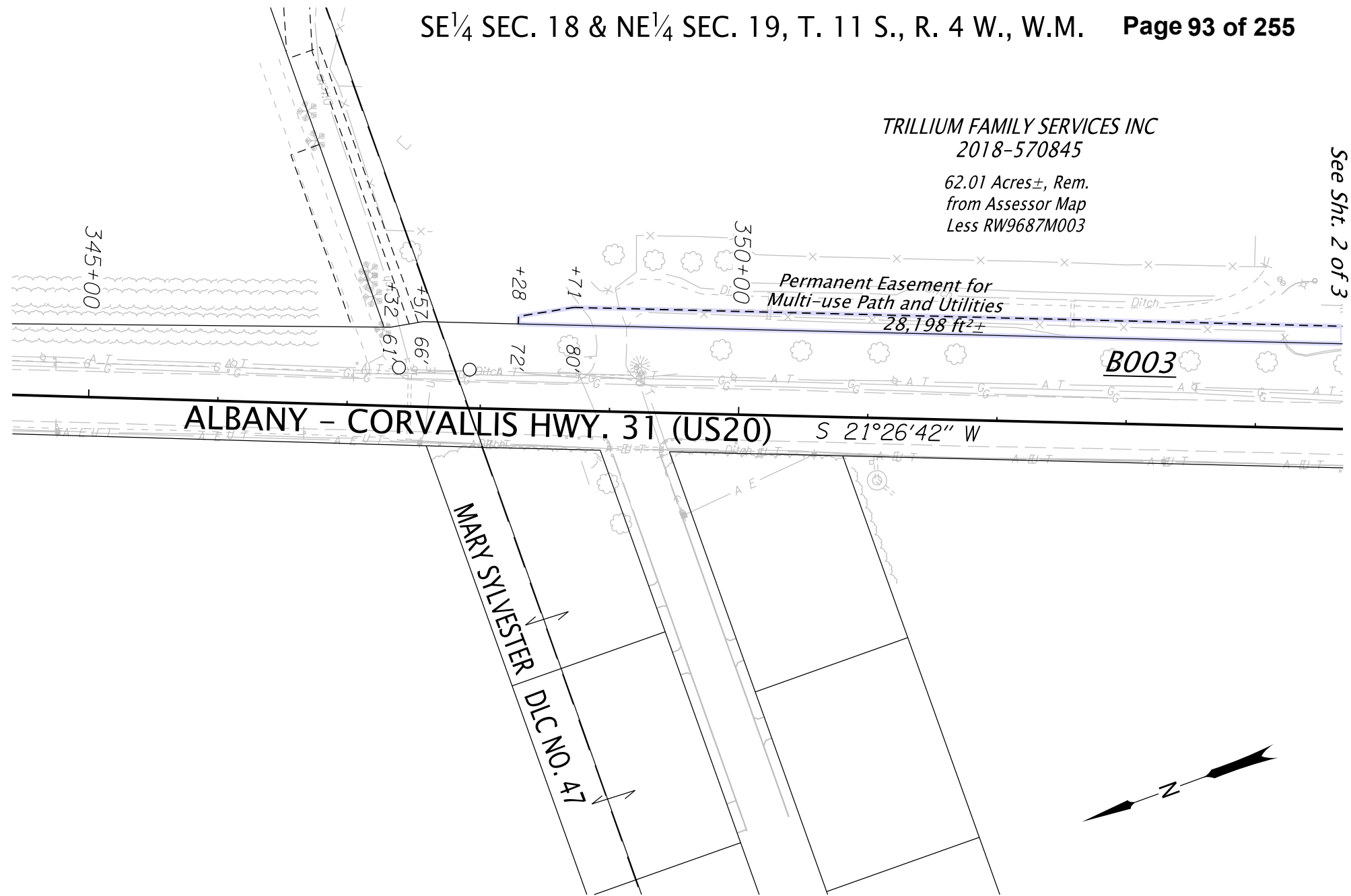
OREGON
JULY 10, 1996
PATRICK M. GAYLORD
2767

RENEWS: 06/30/2022

TRILLIUM FAMILY SERVICES INC
2018-570845

62.01 Acres±, Rem.
from Assessor Map
Less RW9687M003

See Sht. 2 of 3



ALBANY - CORVALLIS HWY. 31 (US20) S 21°26'42" W

MARY SYLVESTER
DLC NO. 47

B003

Permanent Easement for
Multi-use Path and Utilities
28,198 ft²±

US-20 CORVALLIS-ALBANY MULTI-USE PATH
(CONIFER BLVD. TO MERLOY AVE.)
PROJECT NO. BP-CorvAlb-01-19
BENTON COUNTY, OREGON

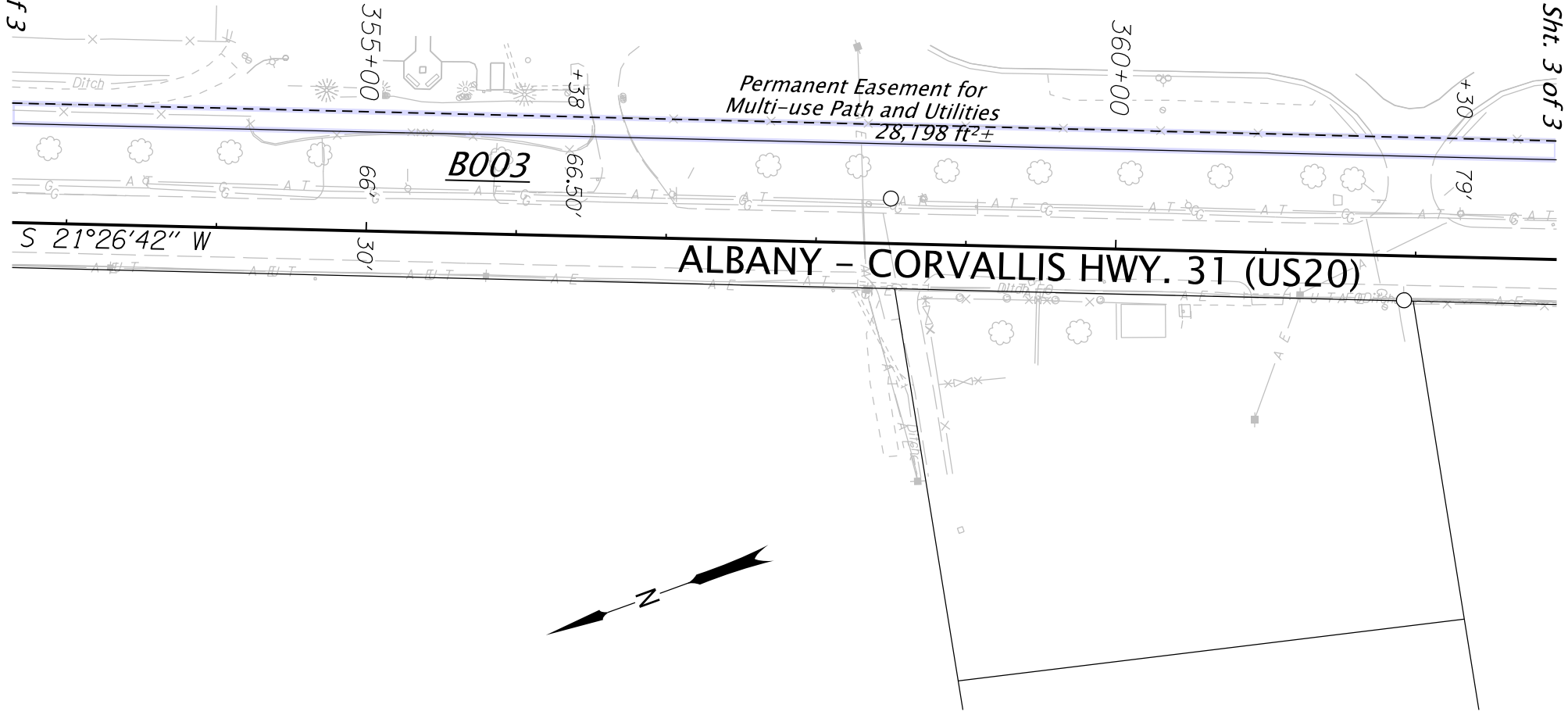
FILE	B003, Sht 1 of 3
D.E.A. NO.	BCOX0020
DATE	NOVEMBER, 2022
SCALE	1" = 100'

TRILLIUM FAMILY SERVICES INC
2018-570845

62.01 Acres±, Rem.
from Assessor Map
Less RW9687M003

See Sht. 1 of 3

See Sht. 3 of 3



US-20 CORVALLIS-ALBANY MULTI-USE PATH
(CONIFER BLVD. TO MERLOY AVE.)
PROJECT NO. BP-CorvAlb-01-19
BENTON COUNTY, OREGON

FILE	B003, Sht 2 of 3
D.E.A. NO.	BCOX0020
DATE	NOVEMBER, 2022
SCALE	1" = 100'

TRILLIUM FAMILY SERVICES INC
 2018-570845
 62.01 Acres±, Rem.
 from Assessor Map
 Less RW9687M003

0°29'38" C.L.
 R 11604.07'
 Δ 1°22'00"
 T 138.40'

EQ. Ah. 368+49.21 P.T.
 Bk. 368+49.49

2018-570845 20' Access Easement

See Sht. 2 of 3

Permanent Easement for
 Multi-use Path and Utilities
 28,198 ft²±

365+72.70 P.C.

365+00

+45

370+00

+35

+70

B003

S 21°26'42" W

ALBANY - CORVALLIS HWY. 31 (US20)

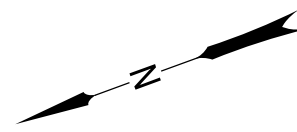
S 20°04'42" W

N. 99655.736
 E. 128804.544

367+11.10 P.I.

1/4 NW 1/4 SEC 18
 1/4 NE 1/4 SEC 19

J.S. KENDALL DLC NO. 48



US-20 CORVALLIS-ALBANY MULTI-USE PATH
 (CONIFER BLVD. TO MERLOY AVE.)
 PROJECT NO. BP-CorvAlb-01-19
 BENTON COUNTY, OREGON

FILE	B003, Sht 3 of 3
D.E.A. NO.	BCOX0020
DATE	NOVEMBER, 2022
SCALE	1" = 100'

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/05/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Debbie Bauer

Phone Extension * 6281

Meeting Attendee Name * Debbie Bauer, Financial Services

Agenda Item Details ⬆

Item Title * Order No. D2024-056 Authorizing the Payment of Property Taxes to Certain Municipalities or Oher Taxing Districts

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 Minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

ORS 311.292 allows the county, at the discretion of the governing body, to advance to certain municipalities the total amount of taxes, assessments, or other charges levied against property in the county. This advance comes from the general fund of the county.

This year, the county is advancing taxes to all districts with net levies of less than \$20,000.

The amount advanced to the municipalities is added to the Benton County levy and is subsequently collected and distributed to Benton County along with its own levy. This is a normal procedure that occurs annually. Generally, the same districts are involved year after year.

Options *

- 1) Adopt Order No. D2024-056
- 2) Do Not Adopt Order No. D2024-056

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

The County will advance the levy amounts to the districts. The amounts will be collected by the County in subsequent months.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values*

Select all that apply.

- Vibrant, Livable Communities
- Supportive People Resources
- High Quality Environment and Access
- Diverse Economy that Fits
- Community Resilience
- Equity for Everyone
- Health in All Actions
- N/A

Explain Core Values Selections* N/A

Focus Areas and Vision*

Select all that apply.

- Community Safety
- Emergency Preparedness
- Outdoor Recreation
- Prosperous Economy
- Environment and Natural Resources
- Mobility and Transportation
- Housing and Growth
- Arts, Entertainment, Culture, and History
- Food and Agriculture
- Lifelong Learning and Education
- N/A

Explain Focus Areas and Vision Selection* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Approve Order No. D2024-056.

Recommendations *

Meeting Motions * I move to ...

...approve Order No. D2024-056 authorizing the payment of property taxes to certain smaller municipalities and other taxing districts.

Meeting Motion

I move to approve Order No. D2024-056 authorizing the payment of property taxes to certain smaller municipalities and other taxing districts.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Order 2024-056.pdf	185.62KB
Attachment A, Buyout 2024-25.pdf	291.74KB

Comments (optional) Thank you

If you have any questions, please call ext.6800

Department
Approver

DEBBIE SESSIONS

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance H. Choney</i></p>	
<p>3.</p> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	
<p>4.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Amanda Hakepeace</i></p>	

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON

Payment of Property Taxes to Certain)
Municipalities or Other Taxing Districts)
in Advance for Tax Year 2024-25 as) ORDER No. D2024-056
Authorized by ORS 311.392)

ORS 311.392(1) states that "If, in the discretion of the county court, it is more economical to advance to those municipalities from the general fund of the county the total amount of taxes, assessments or other charges levied against property in the county, the county court may advance from the general fund of the county the full amount of the taxes, assessments and charges levied by those subdivisions and the county court may order the county tax collector to revise the tax distribution schedule provided by ORS 311.390 so that all taxes, assessments and charges advanced by the county will be allocated to the county..."; and

ORS 311.392(2) authorizes the county, provided the county makes payment to the municipality by December 1, 2024, to deduct from the levy the three percent discount that would have been given by the district had all the taxes been paid by November 15, 2024; and

The Tax Collector for Benton County (the County) has recommended that, in the interest of economy, the County advance to the districts listed in Attachment A to this Order, whose individual levy does not exceed \$20,000, the amount of their levy less the three percent discount as identified in Schedule I, "Net Levy."

THEREFORE, IT IS HEREBY ORDERED the Tax Collector shall:

1. Advance to those districts listed in Schedule I of Attachment A the amount of their tax levy less the three percent discount, the net amount identified in Schedule I, "Net Levy."
2. Revise the County's tax distribution schedule as provided by ORS 311.390 so that all taxes, assessments, and charges advanced by the County to these Taxing Districts will be allocated to the County.

Adopted this 5th day of November, 2024.

Signed this 5th day of November, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Approved as to form:

Vance M. Croney
County Counsel

BENTON COUNTY
 DEPT. OF FINANCE COLLECTION
 TAXING DISTRICT PURCHASES FOR
 FISCAL YEAR 2024-25

ATTACHMENT A

DISTRICT NAME	PURCHASE THRESHOLD----->		20,000.00		ADJUSTED NET LEVY		BUY-OUT LEVIES		NET PURCH. COST
	NET LEVY	DISTRIB. RATIO	DIST. TO PURCHASE AMOUNT	DIST. TO PURCHASE RATIO	AMOUNT	RATIO	TOTAL LEVY	LESS 3% DISCOUNT	
ALSEA SD #7	538,816.59	0.0026968696			538,816.59	0.0026968696			
ALSEA SD #7 - BOND	99,928.32	0.0005001584			99,928.32	0.0005001584			
G.A.P. SD #8	6,298,100.98	0.0315230773			6,298,100.98	0.0315230773			
GAPS 2017 DEBT	2,976,547.97	0.0148981339			2,976,547.97	0.0148981339			
CORVALLIS SD #509J	35,901,942.64	0.1796953899			35,901,942.64	0.1796953899			
CORV. 509J DEBT CAPITAL	15,924,025.49	0.0797024829			15,924,025.49	0.0797024829			
CORV. 509J Local Option	10,669,423.47	0.0534022972			10,669,423.47	0.0534022972			
CENTRAL SD#13J	35,716.42	0.0001787668			35,716.42	0.0001787668			
PHILOMATH SD #17	4,995,888.65	0.0250052809			4,995,888.65	0.0250052809			
PHILOMATH SD #17-DEBT	2,338,229.71	0.0117032413			2,338,229.71	0.0117032413			
PHILOMATH SD LOCAL OPTION	1,489,253.54	0.0074539698			1,489,253.54	0.0074539698			
HARRISBURG ELEMENTARY	20,664.01	0.0001034269			20,664.01	0.0001034269			
HARRISBURG SD - Bond	6,713.53	0.0000336024	6,713.53	0.0000336024			6,713.53	201.41	6,512.12
HARRISBURG UNION HIGH #5									
UH #1-MONROE	2,103,870.70	0.0105302342			2,103,870.70	0.0105302342			
LINN BENTON ESD	3,330,006.88	0.0166672564			3,330,006.88	0.0166672564			
WILLAMETTE REGION ESD	1,566.47	0.0000078405	1,566.47	0.0000078405			1,566.47	46.99	1,519.48
LANE CC	177,719.35	0.0008895159			177,719.35	0.0008895159			
LBCC	7,821,306.46	0.0391469823			7,821,306.46	0.0391469823			
CENTRAL LINN SD	1,124.62	0.0000056289	1,124.62	0.0000056289			1,124.62	33.74	1,090.88
TOTAL SCHOOLS	94,730,845.80	0.4741441555	9,404.62	0.0000470718	94,721,441.18	0.4740970837	9,404.62	282.14	9,122.48
BENTON COUNTY (SEE PAGE 2)	24,540,813.12	0.1228309855			24,540,813.12	0.1235510497	USE AMT. AND RATIO AT BOTTOM FOR BENTON CO.		
ADAIR	289,991.64	0.0014514580			289,991.64	0.0014514580			
ALBANY	9,180,347.26	0.0459492150			9,180,347.26	0.0459492150			
CORVALLIS	39,991,256.38	0.2001631076			39,991,256.38	0.2001631076			
MONROE	354,106.98	0.0017723663			354,106.98	0.0017723663			
PHILOMATH	3,345,348.20	0.0167440424			3,345,348.20	0.0167440424			
TOTAL CITIES	53,161,050.46	0.2660801893			53,161,050.46	0.2660801893			
RFD #1-CORVALLIS	2,321,479.66	0.0116194045			2,321,479.66	0.0116194045			
RFD #2-NORTH ALBANY	520,622.19	0.0026058035			520,622.19	0.0026058035			
RFD #3-ADAIR	460,194.29	0.0023033515			460,194.29	0.0023033515			
RFD #4-PHILOMATH	1,602,146.50	0.0080190184			1,602,146.50	0.0080190184			
RFD #4-PHILOMATH BOND	452,021.76	0.0022624666			452,021.76	0.0022624666			
RFD #5-MONROE	582,628.25	0.0029161545			582,628.25	0.0029161545			
RFD #6-PALESTINE	266,647.24	0.0013346152			266,647.24	0.0013346152			
RFD #7-ALSEA	89,688.13	0.0004489045			89,688.13	0.0004489045			
RFD #8-HOSKINS/KINGS VALLEY	74,961.91	0.0003751972			74,961.91	0.0003751972			
RFD #9-BLODGETT/SUMMIT	45,021.33	0.0002253395			45,021.33	0.0002253395			
RFD HALSEY-SHEDD	241.14	0.0000012069	241.14	0.0000012069			241.14	7.23	233.91
RFD HARRISBURG FIRE RESCUE	779.49	0.0000039015	779.49	0.0000039015			779.49	23.38	756.11
TOTAL FIRE DISTRICTS	6,416,431.89	0.0321153438	1,020.63	0.0000051084	6,415,411.26	0.0321102354	1,020.63	30.61	990.02
ASBAHR-PILKINGTON	58,921.73	0.0002949134			58,921.73	0.0002949134			
HIDDEN VALLEY	15,163.11	0.0000758940	15,163.11	0.0000758940			15,163.11	454.89	14,708.22
BROWNLEY MARSHALL	14,158.83	0.0000708674	14,158.83	0.0000708674			14,158.83	424.76	13,734.07
CHINOOK DR. RD	61,904.42	0.0003098423			61,904.42	0.0003098423			
COUNTRY ESTATES RD	20,520.80	0.0001027101			20,520.80	0.0001027101			
MARYS RIVER ESTATES RD	137,983.94	0.0006906333			137,983.94	0.0006906333			
MC DONALD FOREST EST. RD	10,263.55	0.0000513708	10,263.55	0.0000513708			10,263.55	307.91	9,955.64

BENTON COUNTY
DEPT. OF FINANCE COLLECTION
TAXING DISTRICT PURCHASES FOR
FISCAL YEAR 2024-25

ATTACHMENT A

DISTRICT NAME	PURCHASE THRESHOLD----->		20,000.00		ADJUSTED NET LEVY		BUY-OUT LEVIES		NET PURCH. COST
	NET LEVY	DISTRIB. RATIO	AMOUNT	RATIO	AMOUNT	RATIO	TOTAL LEVY	LESS 3% DISCOUNT	
Mc DONALD FOREST RD LO	11,407.57	0.0000570968	11,407.57	0.0000570968			11,407.57	342.23	11,065.34
NORTH "F" ST. RD	27,522.90	0.0001377568			27,522.90	0.0001377568			
OAKWOOD HEIGHTS RD	7,895.74	0.0000395195	7,895.74	0.0000395195			7,895.74	236.87	7,658.87
RIDGEWOOD RD	16,012.46	0.0000801451	16,012.46	0.0000801451			16,012.46	480.37	15,532.09
ROSEWOOD ESTATES RD	25,789.75	0.0001290821			25,789.75	0.0001290821			
VINEYARD MT. RD	82,416.78	0.0004125101			82,416.78	0.0004125101			
WESTWOOD HILLS RD	5,696.90	0.0000285140	5,696.90	0.0000285140			5,696.90	170.91	5,525.99
TOTAL ROAD DISTRICTS	495,658.48	0.0024808557	80,598.16	0.00	415,060.32	0.00	80,598.16	2,417.94	78,180.22
ALSEA CEMETERY	5,070.31	0.0000253778	5,070.31	0.0000253778			5,070.31	152.11	4,918.20
JUNCTION CITY WATER C D	6,560.78	0.0000328378	6,560.78	0.0000328378			6,560.78	196.82	6,363.96
VINEYARD MT P & R	6,046.08	0.0000302617	6,046.08	0.0000302617			6,046.08	181.38	5,864.70
ALSEA HEALTH CLINIC									
OSU EXTENSION	885,266.12	0.0044309090			885,266.12	0.0044309090			
911 DISTRICT	4,481,804.50	0.0224322014			4,481,804.50	0.0224322014			
BENTON SOIL & WATER	553,613.17	0.0027709290			553,613.17	0.0027709290			
BENTON LOCAL OPTION	9,905,538.04	0.0495789194			9,905,538.04	0.0495789194			
BENTON COUNTY LIBRARY	3,931,133.76	0.0196759997			3,931,133.76	0.0196759997			
TOTAL MISC. DISTRICTS	199,119,832.51	0.9966289656	108,700.58	0.0005440651	199,011,131.93	0.9968049647	108,700.58	3,261.00	105,439.58
FIRE PATROL	416,424.32	0.0020842753			416,424.32	0.0020842753			
BENTON COUNTY SEWER									
CORVALLIS SEWER	16,857.37	0.0000843740	16,857.37	0.0000843740			16,857.37	505.72	16,351.65
ALBANY SEWER	6,737.72	0.0000337234	6,737.72	0.0000337234			6,737.72	202.13	6,535.59
BENTON COUNTY SEWER									
JUNCTION CITY WATER C D	50,115.00	0.0002508342			50,115.00	0.0002508342			
SAM DAW'S IMPROV DIST									
PP MOBILE HOME FEE	11,568.37	0.0000579017	11,568.37	0.0000579017			11,568.37	347.05	11,221.32
SURCHARGE "FP IMP ACCT."	171,807.50	0.0008599260			171,807.50	0.0008599260			
TOTAL SPECIAL ASSESS.	673,510.28	0.0033710346	35,163.46	0.0001759991	638,346.82	0.0031950355	35,163.46	1,054.90	34,108.56
GRAND TOTALS	199,793,342.79	1.0000000002	143,864.04	0.0007200642	199,649,478.75	1.0000000002	143,864.04	4,315.90	139,548.14
BENTON COUNTY ADJUSTED LEVY AND RATIO COMPUTATION:									
ADJUSTED COUNTY LEVY AND RATIO DUE TO BUY-OUTS AND ROUNDING OF DISTRIB. RATIOS					LEVY	RATIO			
					24,540,813.12	0.1228309855			
TOTAL DISTRICT BUY-OUTS FOR 2024-25					143,864.04	0.0007200642			
ADJUSTED COUNTY LEVY AND RATIO					24,684,677.16	0.1235510497	USE THIS RATIO FOR BENTON COUNTY		

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 11/5/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Sheriff's Office

Contact Name * Bryan Lee

Phone Extension * 6114

Meeting Attendee Name * Byan Lee, Emergency Manager

Agenda Item Details



Item Title * Formal Adoption and Promulgation of the Benton County Emergency Operations Plan 2024

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 15 minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Under ORS 401, counties are required to have and administer an Emergency Management Program. One of the cornerstones and key mission areas is Planning. The Emergency Operations Plan (EOP) is a required component of Emergency Management and local government programs receiving FEMA related grants.

The EOP consists of numerous components, such as Community Lifeline and Operational annexes, and support annexes from other incorporated cities and communities, but as a requirement and for the purposes of this promulgation, this submission is only the EOP Base Plan. This plan was developed through collaboration with key community partners, including the internal Benton County departments, cooperators, and incorporated cities. The EOP is required to be fully updated every four years with the previous update occurring in 2020. During the interim, this plan is reviewed annually and critically reviewed for key changes every two years. The EOP is not designed to replace any policies, procedures, or protocol but is to act as a framework or guide for the County to conduct emergency operations during natural or manmade disasters. Lastly, this plan is written to address “all hazards,” including manmade and natural disasters, to ensure application of core emergency management principles in any situation. Community Lifeline and Operational annexes, as well as incorporated city and community support annexes, are separate plans and procedures.

Options *

Approve or Not Approve

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

With the formal promulgation of this plan, this makes jurisdictions within Benton County eligible for FEMA-related grants, including the Emergency Management Performance Grant (EMPG), State Homeland Security Grant (SHSP), mitigation grants, and Public Assistance grants.

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
Under ORS 401, counties are required to have and administer an Emergency Management Program. One of the cornerstones and key mission areas is Planning. The EOP is a required component of Emergency Management and local government programs receiving FEMA related grants.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.
 Vibrant, Livable Communities
 Supportive People Resources
 High Quality Environment and Access
 Diverse Economy that Fits
 Community Resilience
 Equity for Everyone
 Health in All Actions
 NA

Explain Core Values Selections* This plan not only outlines the general roles and responsibilities for response and recovery in Benton County, but it also outlines other planning activities, including training and exercises. Through this planning process and through understanding the capabilities of our organization and community, we can better build resiliency to all hazards. This plan is focused on the preparedness, response, and recovery process and engages the Whole Community.

Focus Areas and Vision* Select all that apply.
 Community Safety
 Emergency Preparedness
 Outdoor Recreation
 Prosperous Economy
 Environment and Natural Resources
 Mobility and Transportation
 Housing and Growth
 Arts, Entertainment, Culture, and History
 Food and Agriculture
 Lifelong Learning and Education
 NA

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Explain Focus Areas and Vision Selection *

The EOP is directly related to Emergency Preparedness in that it seeks to build community resilience and awareness and supports obtaining grant funding to complete critical emergency management activities. It was collaboratively developed by professionals from the County, as well as all the involved jurisdictions. The plan is used to guide training and exercise activities to ensure not only readiness but also to make quality improvement changes in the strategic direction and tasks of emergency management in Benton County.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Adopt the Benton County Emergency Operations Plan (EOP) 2024

Meeting Motions* I move to ...
 ...adopt the Benton County Emergency Operations Plan (EOP) 2024

Meeting Motion

I move to adopt the Benton County Emergency Operations Plan (EOP) 2024.

Attachments, Comments, and Submission

Item Comments and Attachments



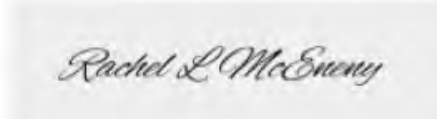

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

BentonEOP_BasicPlan_Final October 2024.docx 2.63MB

Comments (optional) If you have any questions, please call ext.6800

Department Approver JEFRI VANARSDALL

<p>1. Dept Approval</p> <hr/> <p>Department Approval</p> <p>Comments</p> <p>Signature </p>	<p>5.</p>
<p>2.</p> <hr/> <p>Counsel Approval</p> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <hr/> <p>County Administrator Approval</p> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <hr/> <p>BOC Final Approval</p> <p>Comments</p> <p>Signature </p>	

**Benton County, Oregon
EMERGENCY OPERATIONS PLAN (EOP)**



October 2024

Prepared for:

Benton County Sheriff's Office
180 NW 5th St.
Corvallis, OR 97330

Prepared by:

Benton County Sheriff's Office-Emergency Management Division

Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the County's response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1, and ask for assistance.

1. Receive report of incident.

- Report of the incident should be directed to the County Emergency Manager.
- If the Emergency Manager is not available, report should be directed to the County Sheriff, based on the line of succession outlined in Section 1.8.1 of this plan.
- Report may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.
- If you are the first person receiving report of the incident, call 9-1-1 and provide as much detail as possible including the location, nature of the incident, possible impacts to public safety and infrastructure, etc.

2. Emergency Manager determines County resource needs.

- The Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the County for the incident. This may range from the Emergency Manager being on stand-by, to full activation of the Emergency Operations Center.
- Identify and notify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated. Staffing of the Emergency Operations Center may be supported by staff from the Benton County Operational Area Incident Management Team.

3. Notify key County personnel and response partners.

- The Emergency Manager will notify County management of staffing needs for the Emergency Operations Center.
- Notify appropriate emergency response agencies and key cooperators.
- See the Emergency Contact List maintained by the Emergency Manager.

Immediate Action Checklist
4. Activate the County Emergency Operations Center as appropriate.

- The County will utilize the Incident Command System (ICS) in managing the Emergency Operations Center.

- **Primary Emergency Operations Center Location:**

Law Enforcement Building
180 NW 5th Street, Corvallis, OR 97330

- **Alternate Emergency Operations Center Locations:**

Benton County Sunset Building
4077 SW Research Way
Corvallis, OR 97333

Benton County Fairgrounds
110 SW 53rd Street
Corvallis, OR 97330

Benton County Sheriff's Office Annex
205 NW 5th Street
Corvallis, OR 97330

5. Establish communications with the on-scene Incident Commander.

- Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
- The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.

6. Identify key incident needs, in coordination with the on-scene Incident Commander.

- Consider coordination of the following, as required by the incident:
 - Protective action measures including alert and warning, evacuations, and shelter-in-place.
 - Emergency public information and coordination with the media.
 - Provisions for Access and Functional Needs Populations, including unaccompanied children.
 - Mass care and shelter/housing needs for displaced community members.
 - Provisions for animals in disaster including pets and livestock.

Immediate Action Checklist

- On-scene resource requests outside of normal channels.
 - Information coordination with community partners.
- 7. Inform the Oregon Emergency Response System of Emergency Operations Center activation and request support as needed.**
- Oregon Emergency Response System (OERS): 800-452-0311
 - If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802 or 202-267-2675.
- 8. Declare a State of Emergency for the County, as appropriate.**
- If the incident has overwhelmed, or threatens to overwhelm, the County's resources to respond, the County should declare a state of emergency.
 - A declaration may be made by the Benton County Board of Commissioners.
 - The declaration should be submitted to the Oregon Emergency Response System.

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Preface

This Emergency Operations Plan (EOP) is an all-hazards plan that describes how Benton County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and Oregon Department of Emergency Management plans.

Response to emergency or disaster conditions to maximize the safety of the public and minimize property damage is a primary responsibility of government. It is the goal of the County that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the County has, in addition to promulgating this plan, formally adopted the principles of the National Incident Management System, including the Incident Command System and the National Response Framework.

Consisting of a Basic Plan, City and Unincorporated Community Annexes, Community Lifeline Annexes, and Incident Annexes that complement the federal and State of Oregon Emergency Support Function Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, tribal, community and faith-based organizations, and private-sector partners.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the Emergency Operations Plan for Benton County. This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the County.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This plan has been approved and adopted by the Benton County Board of Commissioners at the recommendation of the Benton County Emergency Manager. All recipients are requested to advise the Benton County Emergency Manager of any changes that might result in its improvement or increase its usefulness.

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

Date

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Plan Administration

This EOP is an all-hazards plan covering natural, technological, biological, and human-caused disasters. Annual training will be conducted as appropriate for all personnel identified in the plan who have responsibility for the response and handling of emergency incidents, including hazardous materials.

The Emergency Manager will coordinate the re-promulgation of this plan every two years or when substantial changes occur. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Manager without formal County Board of Commissioners approval. The overall plan must be formally updated and promulgated every four years.

Record of Plan Changes

All updates and revisions to the Emergency Operations Plan (EOP) will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Summary of Change
2016	-Update EOP to be consistent with the State’s 18 Emergency Support Function Annex structure.
2020	-Development of an Integrated Emergency Operations Plan for Benton County and the City of Corvallis.
2024	-Update the Emergency Operations Plan with a focus on Benton County with City annexes as additions; City of Corvallis and Benton County plans are no longer integrated. -Benton County Operational Area EOC Annex- remains integrated between Benton County and the City of Corvallis. -Update Emergency Support Functions to Community Lifelines; Annexes transition from ESF to Community Lifelines.

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Plan Distribution List

Copies of this EOP will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Emergency Manager is ultimately responsible for dissemination of all plan updates.

Agency	Title/Name
Benton County	
County Board of Commissioners	Commissioners County Administrator
Benton County Sheriff's Office	Sheriff Emergency Manager Emergency Management Coordinator
Public Works	Director
Health Services	Director
Cities within Benton County	
City of Corvallis	City Manager Fire Chief Deputy Fire Chief Emergency Manager
City of Adair	City Manager
City of Albany	City Manager
City of Philomath	City Manager Chief of Police
City of Monroe	City Manager
State and Federal Partners	
Oregon Department of Emergency Management	Operations and Preparedness Section Manager

Emergency Operations Plan Review Assignments

The following tables identify agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Each agency assigned will identify personnel to conduct a twice annual review of their annex and forward any revision concerns to the County Emergency Manager.

Note: The Cities of Adair, Monroe, and Philomath twice annual reviews will be coordinated by the City Managers or City Administrators and comments forwarded for inclusion to the County Emergency Manager.

City and County Support Annexes	
Annex Title	Primary Agency
Benton County Continuity of Operations	Benton County Administration Benton County Emergency Management
City of Adair Annex	City of Adair
City of Corvallis Annex	City of Corvallis
City of Monroe Annex	City of Monroe
City of Philomath Annex	City of Philomath
Benton County Unincorporated Area Annexes	Benton County Emergency Management

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Lifeline	Sub-component	Primary Agencies
Safety and Security	Law Enforcement and Security	Benton County Sheriff’s Office Local Police Departments
	Fire Service	Local Fire Departments and Protection Districts
	Search and Rescue	Benton County Search and Rescue
	Government Services	Benton County Administration
	Community Safety	Benton County Emergency Management
Food, Hydration, Shelter	Food	Benton County Public Health Benton County Emergency Management
	Hydration	Benton County Public Health Benton County Emergency Management
	Shelter	Benton County Health Department Benton County Community Development
	Agriculture	Benton County Environmental Health Oregon State University Extension
Health and Medical	Medical Care	Ambulance Service Area (CFD EMS) Good Samaritan Regional Medical Center
	Public Health	Benton County Public Health
	Patient Movement	Ambulance Service Area (CFD EMS) Good Samaritan Regional Medical Center
	Medical Supply Chain	Benton County Health Services
	Fatality Management	Benton County Public Health Benton County District Attorney Benton County Emergency Management
Energy	Power Grid	Benton County Emergency Management Local Utility Providers (CPI, Pacific Power)
	Fuel	Benton County Sheriff’s Office Private Entities
Communications	Infrastructure	Corvallis Regional Communications Center Private Entities
	Responder Communications	Corvallis Regional Communication Center Benton County Sheriff’s Office
	Alerts, Warnings, and Messages	Benton County Emergency Management
	Finance	Benton County Emergency Management
	911 and Dispatch	Corvallis Regional Communication Center

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Lifeline	Sub-component	Primary Agencies
Transportation	Highway/Roadway/Motor Vehicle	Benton County Public Works Oregon Department of Transportation
	Mass Transit	Benton County Public Works Benton Area Transit (BAT) Corvallis Transit System (CTS)
	Railway	Private Entities
	Aviation	City of Corvallis Public Works (Airport)
	Maritime	Benton County Sheriff's Office Oregon State Marine Board
Hazardous Material	Facilities	Private Entities Oregon State Fire Marshal Local Emergency Planning Committee (LEPC)
	HAZMAT, Pollutants, Contaminants	Linn-Benton Regional Hazardous Material Response Team 5 Local Fire Departments and Protection Districts
Water Systems	Potable Water Infrastructure	Benton County Public Works Department Special Water Districts
	Wastewater Management	Benton County Public Works Department Special Water Districts

Operational Annexes	
Annex Title	Primary Agencies
Animal Evacuation and Sheltering	Benton County Emergency Management Benton County Natural Areas, Parks and Events
Benton County Operational Area EOC Activation	Benton County Emergency Management City of Corvallis Emergency Manager
Damage Assessment	Benton County Public Works Department Benton County Assessment
Debris Management	Benton County Public Works Department Benton County Community Development
Evacuation Coordination	Benton County Sheriff's Office
Recovery Framework	Benton County Emergency Management
Mass Care and Sheltering	Benton County Public Health Benton County Emergency Management
Mass Fatality	Benton County Public Health Benton County Emergency Management
Reunification	Benton County Emergency Management
Volunteers and Donations	Benton County Emergency Management

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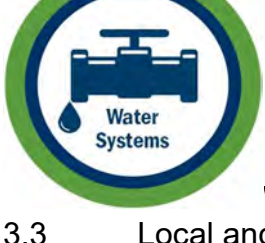


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Introduction

1 General

The Benton County Emergency Management Division’s mission is to create programs to better prepare for disasters and reduce the suffering of the community following a disaster. The Division coordinates protection, prevention, mitigation, response, and recovery activities that increase the County’s capabilities to minimize loss of life, reduce impacts from disasters, and increase community resilience.

Emergencies are handled effectively in the community every day. These “routine” emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the response agencies encounter. This type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger, expanding, or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to make decisions based on the specific circumstances of the incident at hand. It is imperative that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, protecting against, responding to, recovering from, and mitigating emergencies and disasters.

1.1 Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations, the private sector, and the public.

1.2 Purpose and Scope

The primary purpose of this EOP is to outline the shared all-hazards approach to emergency operations to protect the safety, health, and welfare of residents and visitors throughout all emergency management mission areas. This plan establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, all departments and agencies that operate

1. Introduction

under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed in alignment with this EOP. Training and equipment necessary for response operations should be maintained by tasked departments and agencies.

The primary users of this plan are elected officials, department directors and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders who support emergency operations.

1.3 Plan Activation

Once promulgated by the County Board of Commissioners, this EOP is in effect and may be implemented in whole or in part to respond to incidents in or affecting Benton County. An emergency declaration is not required to implement the EOP or activate the Emergency Operations Center (EOC). The County Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

Figure 1.1 describes how the EOP is organized to support delivering a coordinated response. The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the structure of a Benton County emergency response. It serves as the primary document outlining roles and responsibilities of County departments and of partners during an incident.

1. Introduction

Figure 1-1 EOP Basic Plan

EOP Basic Plan		
Community Lifeline Annexes	Support Annexes	Operational Annexes
<p>The Community Lifelines (CL) structure how incident priorities are understood and communicated throughout all phases of an emergency. Each lifeline below is composed of multiple components and subcomponents that help define the services that make up that lifeline.</p> <p>CL 1- Safety and Security</p> <p>CL 2- Food, Hydration, Shelter</p> <p>CL 3- Health and Medical</p> <p>CL 4- Energy</p> <p>CL 5- Communications</p> <p>CL 6- Transportation</p> <p>CL 7- Hazardous Material</p> <p>CL 8- Water Systems</p>	<p>Support Annexes (SA) describe plans that do not fit within the scope of the 8 Community Lifeline annexes but are a part of an emergency response.</p> <p>SA 1- Benton County Continuity of Operations</p> <p>SA 2- City of Adair</p> <p>SA 3- City of Corvallis</p> <p>SA 4- City of Monroe</p> <p>SA 5- City of Philomath</p> <p>SA 6- Unincorporated Areas</p>	<p>Operational Annexes (OA) identify critical tasks particular to specific natural, technological, and human-caused hazards. While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations and thus, operations.</p> <p>OA 1- Animal Evacuation and Sheltering</p> <p>OA 2- Benton County Operational Area EOC Activation</p> <p>OA 3- Damage Assessment</p> <p>OA 4- Debris Management</p> <p>OA 5- Evacuation Coordination</p> <p>OA 6- Recovery Framework</p> <p>OA 7- Mass Care and Sheltering</p> <p>OA 8- Mass Fatality</p> <p>OA 9- Reunification</p> <p>OA 10- Volunteers and Donations</p>

1.5 Relationship to Other Plans

The EOP is designed to align with emergency operations plans and procedures both horizontally across the County, as well as vertically with plans at the state and federal levels.

See Appendix D for a list of key plans and procedures that inform development and implementation of this EOP.

1.6 Authorities

1.6.1 Authority of Emergency Management

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS), Chapter 401, which establishes the authority for the County to appoint an Emergency Manager who will be responsible for its organization, administration, and operation during an emergency.

The County Emergency Management Division will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the County EOP.
- Manage and maintain the County EOC, from which County officials can coordinate emergency and disaster response activities.
- Establish an Incident Command System structure for management of incidents by all local emergency service agencies.
- Coordinate with local and state agencies to integrate effective practices in emergency preparedness and response in a manner consistent with the National Incident Management System (NIMS).

Through promulgation of this plan, the Benton County Sheriff's Office Emergency Management Division has been identified as the lead agency in emergencies within the Benton County Operational Area. In accordance with the County Charter, the Board of Commissioners has delegated emergency management authority to the Sheriff. For day-to-day emergency management of the Benton County Operational Area, the role has been delegated to the County Emergency Manager.

Table 1-1 sets forth the federal, state, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

See Appendix D for key authorities.

1.7 Local Disaster Declaration Process

Under Oregon law and per the Oregon Emergency Operations Plan, local governments may declare a disaster, depending on their statutes, to effect incident response actions within their jurisdiction. The County may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing state or federal disaster assistance.

1.7.1 General

When a state of emergency has been declared in the Benton County Operational Area, local officials are empowered to enforce special measures to meet the emergency. In a declared emergency, local officials may:

- Establish a curfew.
- Prohibit or limit the number of persons who may gather or congregate in public.
- Barricade streets.
- Evacuate persons from affected areas.
- Close public alcohol consumption establishments and prohibit the sale of alcohol.
- Commit to mutual aid agreements.
- Suspend standard procurement procedures to obtain necessary services and/or equipment.
- Redirect funds for emergency use.
- Direct agencies in county government to reassign personnel and resources as needed.

In a declared emergency, the Benton County Sheriff's Office or designee may:

- Close County and local access roads.
- Request other agencies and persons to close roads, waterways, or other property under their jurisdiction or control.
- Prohibit any person from entering or remaining in an area subject to a closure order.
- Coordinate with public works agencies to maintain traffic flow and conduct mitigation measures to minimize the impact to community members using the closed area.

1. Introduction

- Authorize the On-Scene Incident Commander of the affected unincorporated area to conduct evacuations or undertake emergency measures.

The County Attorney should review and advise County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers. Unless explicitly stated in writing, the County authorities may not extend into incorporated cities.

1.7.2 Disaster Declaration Process

When an emergency or disaster arises, and it is determined that conditions have progressed beyond the manpower, equipment, or other resource capabilities of the affected city, assistance may be requested from Benton County and other neighboring jurisdictions in accordance with existing mutual aid agreements and then through state government via notification by Benton County Emergency Management, Oregon Emergency Response System (OERS) at 1-800-452-0311 phone; or 1-503-588-1378 fax. The County declaration process will support the activation of appropriate resources.

The appropriate officials within the jurisdiction will issue an Emergency Declaration stating that an emergency exists, the specific location or description of the affected area, and jurisdictions included in the declaration. The County Emergency Management Division is empowered to assume command of the disaster for Cities and/or County emergency response resources during a state of emergency, if explicitly stated in writing by the leading city official or delegated authority. This does NOT alleviate the responsibility, liability, or financial burden of that jurisdiction to ensure the safety of their community, infrastructure, and responsible use of resources. If possible, the Cities and/or County will conduct an Initial Damage Assessment prior to requesting additional assistance. Particular attention will be given to underserved populations to appropriately allocate resources necessary for providing critical services during an emergency.

1.7.3 Declaration Content

A declaration by appropriate officials will be effective for a minimum of 48 hours and no longer than two weeks, but it may be extended in one-week increments, should an emergency continue to exist.

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.

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- State the type of assistance or resources required (NIMS type if known) to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed because of the declaration of emergency.

The declaration of emergency will be written based on the best information available at the time. It may be amended to reflect additional information or changes in the situation. County legal counsel may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If state or federal assistance is needed, the declaration must also state:

- All appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate.
- Mutual aid agreements have been initiated.
- A specific request for the type(s) of assistance required.
- The OERS must be contacted at 1-800-452-0311 phone; or 1-503-588-1378 fax.

See Appendix A for a sample Declaration of Emergency form.

1.7.4 Mutual Aid and Intergovernmental Agreements

Mutual aid agreements and requests for help from organized volunteer groups will only be activated when an emergency response is beyond the means of County resources.

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Any contract issued must follow Federal Procurement guidelines.

Under ORS 402 the State has established the voluntary Oregon Resource Coordination Assistance Agreement (ORCAA) of which both Benton County is a participatory member. Under ORCAA “member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resource (employees, services, equipment, and supplies) of a member jurisdiction may be made available to another member jurisdiction.”

See the ORCAA Implementation Guide for additional detail.

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1.7.5 State Assistance

If local resources are exhausted and further assistance is needed, then the executives or elected officials of those governments may request a declaration and additional state resources from the Governor. The Governor can declare a state of emergency by an executive order under authority granted in Oregon Revised Statutes.

Under a declaration, the Governor has complete authority over all state agencies including personnel, equipment, and facilities for response to the emergency. This authority is executed as strategic direction, enacted via the State Emergency Coordination Center (ECC), with operational control of resources most often resting with local public safety command structures.

1.7.6 Federal Assistance

If the capabilities of the state are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. The Oregon Department of Emergency Management (ODEM) coordinates all requests for federal assistance through the State ECC. The Federal Emergency Management Agency (FEMA) coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework.

1.7.7 Other Types of Declarations

There are several specific types of declarations available, depending on the nature of the emergency. These include fires, public health events, energy resource emergencies, and droughts. Each of them is defined by a section of the Oregon Revised Statutes, and procedures are maintained by agencies responsible for those types of events (*see Oregon Emergency Operations Plan*).

1.7.7.1 Public Health Emergency

During a public health incident, the Governor may declare a state of public health emergency authorized under ORS 433.441. The proclamation must specify the nature of the emergency, the geographic area subject to the proclamation, the conditions that led to the emergency, and its expected duration.

During a public health emergency, the Governor may:

- Close, order the evacuation of or the decontamination of any facility the Governor has reasonable cause to believe may endanger the public health.
- Regulate or restrict by any means necessary the use, sale or distribution of food, fuel, medical supplies, medicine or other goods and services.
- Prescribe modes of transportation, routes and destinations required for the evacuation of individuals or the provision of emergency services.
- Control or limit entry into, exit from, movement within and the occupancy of premises in any public area subject to or threatened by a public health.

1. Introduction

emergency, if such actions are reasonable and necessary to respond to the public health emergency.

- Authorize pharmacists licensed under ORS Chapter 689 to administer vaccines to persons who are three years of age or older.
- Take any other action that may be necessary for the management of resources, or to protect the public during a public health emergency.

A proclamation of a state of public health emergency expires when terminated by a declaration of the Governor or no more than 14 days after the date the emergency is proclaimed, unless the Governor expressly extends the proclamation for an additional 14-day period.

1.7.7.2 Emergency Conflagration Act

Under ORS 476, when a threat to life, safety, and property exists due to fire, and that the threat exceeds the firefighting capabilities of local firefighting personnel and equipment, the Governor may invoke the Emergency Conflagration Act. The Act allows the Governor to “assign and make available for use and duty in any county, city, or district, under the direction and command of an officer designated by the Governor for the purpose, any part of the firefighting forces and equipment of any firefighting organization in this state other than an organization that possesses only one self-propelled pumping unit. The Governor may make firefighting forces and equipment available under this section in response to fire, a heightened danger of fire, or a significant reduction in available firefighting resources.”

When, in the judgment of the local Fire Chiefs or County Fire Defense Board Chief, an emergency is beyond the control of local fire suppression resources, including primary mutual aid, the Fire Defense Board Chief shall report the conditions of the emergency to the Oregon State Fire Marshal Department and/or request mobilization of support for local fire service agencies. After verifying the need for mobilized support, the State Fire Marshal shall, if appropriate, request authorization from the Governor to invoke the Emergency Conflagration Act.

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-2 presents the policy and operational lines of succession during an emergency for the County.

Table 1-2 Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
1. Emergency Management Director (County Sheriff) 2. Emergency Manager 3. Designee of the Sheriff	1. Board of Commissioners Chair 2. Board of Commissioners Vice Chair 3. Remaining Commissioners in order of seniority 4. County Sheriff 5. County Administrator

Each County department is responsible for developing Continuity of Operations (COOP) plans to support continuation of essential functions during a disruption or emergency. The Emergency Manager will provide guidance and direction to Department Directors to support them in establishing continuity programs that include procedures to:

- Identify lines of succession and delegations of authority.
- Identify Mission Essential functions.
- Identify prioritization of resources and personnel
- Establishes alternate work locations or solutions for telework when primary facilities are disrupted.
- Maintain procedures to protect and preserve vital records.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

During a disaster that overwhelms local resources, resource requests and emergency/disaster declarations must be submitted by the Emergency Manager or EOC Director to the State ECC according to provisions outlined under ORS Chapter 401.

The executives of the County’s incorporated cities are responsible for the direction and control of their communities’ resources during emergencies and for requesting additional resources required for emergency operations. All assistance requests will be made through the County Emergency Manager via the EOC. The County Emergency Management Division processes subsequent assistance requests to the state.

1. Introduction**1.9.2 Financial Management**

During an emergency, the County is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Board of Commissioners. If an incident in the County requires major redirection of County fiscal resources, the Board of Commissioners will meet in emergency session to decide how to respond to the emergency funding needs, declare a state of emergency, and request assistance through the State as necessary. The following general procedures will be carried out:

- The Board of Commissioners will meet in emergency session to decide how to respond to the emergency funding needs.
- The Board of Commissioners will declare a state of emergency and direct the Emergency Manager to request assistance through the state.
- If a quorum of commissioners cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Administrator (or designee) may act on emergency funding requests. The Board of Commissioners will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Department in compliance with the Intergovernmental Agreement.

Expenditure reports should be submitted to the Finance Department and managed through the Finance Director to identify budgetary shortfalls. The Human Resources Department will support procurement and personnel reassignment issues related to personnel, both volunteer and paid. In addition, copies of expense records, timecards, and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests if applicable. During activation of the EOC, financial management will be handled by the Finance Section, which will be staffed by the Finance Department or other appropriately trained individuals. Each jurisdiction will be responsible for all financial and liability burdens incurred within their jurisdiction until all resources are exhausted, unless otherwise agreed upon through mutual aid.

1.9.3 Legal Support and Liability Issues

Legal support for the County is provided by Benton County Counsel.

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Responsibilities related to legal services include:

- Advising County Officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls.
 - Establish rationing of critical resources.
 - Establish curfews.
 - Restrict or deny access.
 - Specify routes of egress.
 - Limit or restrict use of water or other utilities.
 - Remove debris from publicly or privately owned property; and
 - Implement the Fuel Plan allocated by the County Sheriff.
- Reviewing and advising County officials in determining how the County can pursue critical objectives while minimizing potential exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising officials and department directors regarding record keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and maintaining familiarity with current ORS 401 provisions as they apply to County government in disaster events.

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency are critical for the County to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event.

Incident documentation should include:

- Incident and damage assessment reports
- Incident Command logs

1. Introduction

- Cost recovery forms
- After Action Reports (AARs)

All documentation related to the County’s emergency management program will be maintained in accordance with Oregon’s public records and meetings law (ORS 192), subject to applicable exemptions such as for “Public Safety Plans,” as appropriate.

1.10 Safety of Employees and Family

All department directors (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities, staff locations, and priorities as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

Benton County Health Services is responsible for providing guidance to County personnel, in accordance with department plans and procedures, regarding protective actions during a biological incident and/or contagious outbreak. When the EOC is activated, the County Safety Officer, in coordination with Benton County Health Services, will be responsible for disseminating this guidance to the Emergency Management Division and EOC staff. Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration (OSHA), in coordination with the Oregon Health Authority (OHA), may aid and provide guidance on worker safety and health issues. These procedures and protocol should be implemented to the best of the ability of the response structure and documented through the use of ICS Forms as well as the Operational Planning Process and Incident Safety Analysis.

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Situation and Planning Assumptions

2.1 Situation

Benton County is exposed to many hazards, both natural and man-made, that have the potential to disrupt the community, cause damage, and create casualties.

2.1.1 Community Profile

Located in Oregon's Willamette Valley, Benton County was created from Polk County by an act of the Provisional Government of Oregon in 1847. It is one of seven counties in the United States to be named after Senator Thomas Hart Benton of Missouri, a longtime advocate of the development of the Oregon Territory. Portions of Benton County were taken to form Coos, Curry, Douglas, Jackson, Josephine, Lane, and Lincoln Counties, leaving it in its present form with 679 square miles of land area.

2.1.1.1 Geography

Benton County is bordered on its north side by Polk County and on the south side by Lane County. To the west, Lincoln County separates Benton County from the coast, and to the east is Linn County and the Willamette River. The 187-mile Willamette River connects to the Columbia River north of metropolitan Portland, which is the only fresh-water corridor for ocean-going commerce on the entire West Coast of North America, and the only water-grade route through the Cascade Range between Canada and California. The Willamette and Mary's Rivers, and several small streams are subject to slow-rise flooding.

The Willamette River and its tributaries make up what is called the Willamette Valley, which supports more than two-thirds of the Oregon population. Land elevations rise from 150 feet on the Willamette River and floodplains to greater than 3,000 feet in the Northern Oregon Coast Range. The western half of Benton County is known for its timber production, and the eastern portion comprises rolling hills and valleys that boast the largest concentration of wineries and vineyards in the state. Three major highways traverse the County: Highway 99W extends north and south through the County, and Highways 20 and 34 are oriented generally east and west from the Willamette River to the coast. The Willamette and Pacific Railroad also passes through the County.

2.1.1.2 Demographics and Economics

The socio-demographics qualities of the community population such as language, race and ethnicity, age, income, and educational attainment are significant factors

2. Situation and Assumptions

that can influence a community's ability to cope, adapt to, and recover from disasters. Historically, 80 percent of the disaster burden falls on the public. Of this number, a disproportionate burden is placed upon access and functional needs groups, particularly children, the elderly, the access functional needs, minorities, and low-income persons. Population and economic vulnerabilities can be reduced or eliminated with proper outreach and community mitigation planning; thus, Emergency Management must understand the community they serve.

2.1.1.2.1 Population Vulnerabilities

Based on Benton County US Census American Community Survey (ACS) 5-year data estimates from 2021 and 2022:

- Approximately 17.9% of Benton County's population is over the age of 65, an increase from 13% in 2014.
- Approximately 11.4% of Benton County's population over age 65 lives alone, an increase from 9.4% in 2014.
- Approximately 4.2% of the County's households are single parent households. This statistic decreased for the County and for all incorporated cities except Philomath since 2014.
- While over 94% of the population over age 25 has graduated high school or higher and more than 55.8% have a bachelor's degree or higher, the City of Albany and the City of Monroe have lower percentage of high school graduates or those with bachelor's degrees than the other cities in the county.
- Approximately 11% of the Benton County population is estimated to have a disability, of which 4,255 individuals over age 65 (27.8%) are disabled.
- As of 2022, 9.76% of Benton County residents were born outside of the United States, which is lower than the national average, and has declined slightly since 2021. The most common birthplace of the foreign-born residents in Oregon (County data unavailable) was Mexico, followed by Vietnam and China.

According to 2021-2022 census estimates, approximately 12 percent of Benton County's population speaks a language other than English at home. An inability to speak or read English may present a challenge to the Emergency Management Program. It is advisable for Emergency Managers and emergency response agencies to arrange for translation of emergency instructions and information in different languages.

Wide variation exists in the vulnerability of the developmentally disabled population in Benton County. Some developmentally disabled individuals may have strong support networks and a high level of care provided by friends, family, and care providers, while others may not. Some individuals may be largely self-reliant; others may have additional disabilities in addition to their developmental disabilities.

2. Situation and Assumptions

2.1.1.2.2 Economic Vulnerabilities

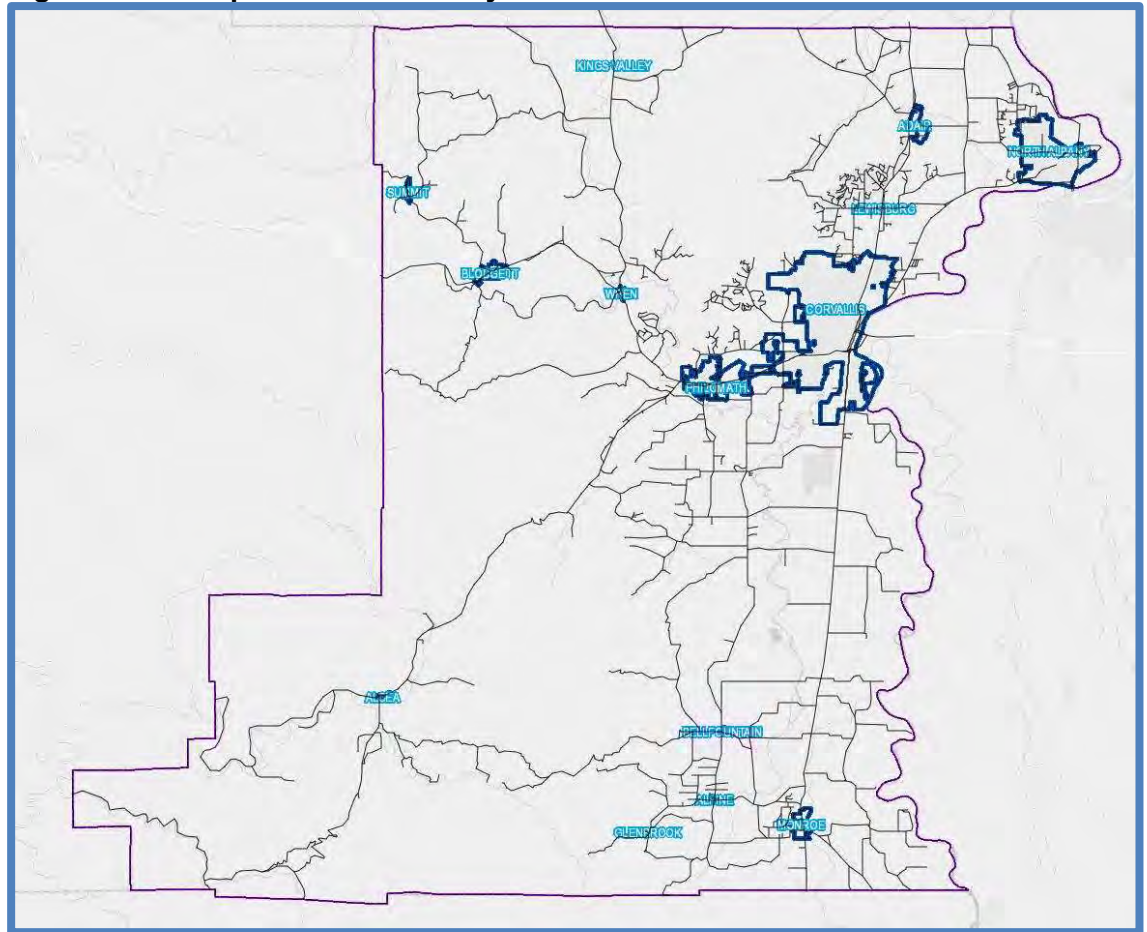
Based on Benton County US Census American Community Survey (ACS) 5-year data estimates from 2021, 2022, and 2023:

- Median income in Benton County is \$72,882, with the lowest median incomes identified in Monroe and the highest in Adair Village.
- Approximately 20.7% of the total Benton County population lived at or below the poverty line based on ACS 1-year estimate from 2022 with 15.4% of children living at or below the poverty line. Corvallis has the highest percentage of total population in poverty (25.6%, 13,795 people).
- The median property value in Benton County was \$442,300 in 2022, which is 1.57 times higher than the national average. In 2022, 20.3% of the County population was living with severe housing problems.
- Oregon data on the number of chronically houseless individuals comes from the Department of Housing and Urban Development over multiple years. In 2017, Oregon (County data unavailable) had 3,120 chronically houseless individuals.
- In 2023, Feeding America reported that in Benton County, 14.6% of the population experienced food insecurity. Local food pantries provide a 3–5-day food supply to individuals at or below 185% of the federal poverty rate each week.

The local economy was previously driven by agriculture, however educational services, health care, and social assistance now form the basis of Benton County's economy. Building a resilient economy requires an understanding of how the components such as employment sectors, workforce, resources, and infrastructure are interconnected in the existing economic picture. The current and anticipated financial conditions of a community are strong determinants of community resilience, as a strong and diverse economic base increases the ability of individuals, families, and the community to absorb disaster impacts for a quick disaster recovery. Emergency Management agencies can use economic data to drive the focus of disaster response efforts, and to determine the resiliency of residential areas following a disaster.

2. Situation and Assumptions

Figure 2-1 Map of Benton County and Cities



2.1.2 Threat/Hazard Identification

The County may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

- **Natural Hazards:** Result from acts of nature.
- **Technological Hazards:** Result from accidents or failures of systems and structures.
- **Human-Caused/Adversarial Threats:** Result from intentional or unintentional actions of an individual or group.

Table 2-1 identifies the hazard/threat most likely to impact the County based on the community's vulnerability and the resulting potential impacts of the hazard or threat.

2. Situation and Assumptions

Natural <i>Result from acts of nature</i>	Technological <i>Result from accidents or failures of systems and structures</i>	Human-Caused / Adversarial Threats <i>Result from intentional actions of an adversary</i>
<ul style="list-style-type: none"> • Cascadia Earthquake • Crustal Earthquake • Drought • Epidemic/Pandemic • Extreme Heat • Flood • Landslide • Snow/Ice/Extreme Cold • Volcanic Event • Wildfire • Windstorm 	<ul style="list-style-type: none"> • Airplane Crash • Communications System Failure • Dam Failure • Fire (Large Scale Urban Conflagration) • Fuel Line Explosion • Hazardous Materials Release (Fixed Facility) • Hazardous Materials Release (Transportation) • Information Technology Disruption • Liquid Fuel Supply Disruption • Power Failure • Sewer Treatment Failure • Train Derailment • Water Supply Disruption 	<ul style="list-style-type: none"> • Civil Disturbance/ Protest/Demonstration • Public Health Emergency • Riot • Sabotage • School Violence • Sports/Public Event Disturbance • Terrorism (including, but not limited to, Bomb, Intentional Hazardous Materials Release, Active Shooter, Animal/Eco-terrorism)

See the County Natural Hazard Mitigation Plan for more information regarding natural hazards for the area.

2.1.2.1 Hazards that Originate in Neighboring Jurisdictions

In addition to the hazards identified above, hazards that originate in neighboring jurisdictions may create hazard conditions within the County. These hazards include:

- **Tsunami.** Due to its location adjacent to a travel route from the Oregon Coast, the County may be impacted by this proximity and the associated needs of residents fleeing a tsunami. The County may be additionally impacted if a regional earthquake is the cause of the tsunami.
- **Volcano.** Like the tsunami hazard, a volcanic eruption may result in residents traveling through the County to escape its effects. Anticipated volcanic ash settling in the area will impact the entire community.
- **Dam Failure.** Due to the number of dams that exist upstream from Benton County, there is a hazard of various levels of dam failure that can cause significant flooding issues.

2. Situation and Assumptions

- **Wildfire.** The risk of wildfires is always a concern, and given the topography of the County, there is a risk that wildfires may spread from neighboring counties into Benton County. This is particularly of concern along the western, south western, and north western edges of the County.

2.1.3 Hazard Analysis

The County has developed a Multi-Jurisdictional Natural Hazard Vulnerability and Risk Assessment that provides each jurisdiction with a sense of natural hazard priorities, or relative risk. Should a Risk Analysis for all hazards be developed in the future, it will identify the relative risk posed to the County by each of the threats and hazards described in Table 2-1.

The OEM-FEMA Hazard Analysis Methodology presented in Table 2-2 was first developed by FEMA circa 1983 and was gradually refined in Oregon by the Oregon Department of Emergency Management of the years. In this analysis, severity ratings, and weight factors, were applied to the four categories of history, vulnerability, maximum threat (worst-case scenario), and probability.

The Benton County analysis can:

- Help establish priorities for planning, capability development, and hazard mitigation.
- Serve as a tool in the identification of hazard mitigation measures.
- Be one tool in conducting hazard-based needs analysis.
- Serve to educate the public and public officials about hazards and vulnerabilities; and
- Help communities make objective judgments about acceptable risk.

Table 2-2 Benton County Hazard Analysis using the OEM-FEMA Methodology

2. Situation and Assumptions

Benton County													
2022 Natural Hazard Vulnerability Assessment Rankings													
Based on the OEM-FEMA Hazard Analysis methodology combining factors of History, Probability, Vulnerability and Maximum Threat to help assess risk.													
HAZARD	HISTORY			PROBABILITY			VULNERABILITY			MAX THREAT			TOTAL SCORE
	2x	7	14	7x	8	56	5x	10	50	10x	10	100	
Epidemic/Pandemic	2x	7	14	7x	8	56	5x	10	50	10x	10	100	220
Wildfire	2x	10	20	7x	10	70	5x	8	40	10x	8	80	210
Earthquake(Cascadia)	2x	2	4	7x	7	49	5x	10	50	10x	10	100	203
Earthquake (Crustal)	2x	3	6	7x	6	42	5x	7	35	10x	10	100	183
Windstorm	2x	10	20	7x	10	70	5x	6	30	10x	6	60	180
Drought	2x	3	6	7x	8	56	5x	7	35	10x	8	80	177
Flood	2x	10	20	7x	10	70	5x	5	25	10x	6	60	175
Winter Storm	2x	10	20	7x	10	70	5x	4	20	10x	6	60	170
Extreme Heat	2x	1	2	7x	8	56	5x	5	25	10x	7	70	153
Dam Failure	2x	1	2	7x	2	14	5x	8	40	10x	9	90	146
Landslide	2x	10	20	7x	10	70	5x	3	15	10x	4	40	145
Volcano	2x	1	2	7x	5	35	5x	4	20	10x	5	50	107

Completed by the Benton County NHMP update Steering Committee during meetings held on July 21, 2022 and September 15, 2022.

2.1.4 Capability Assessment

The availability of the County’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The County has defined its core capabilities in accordance with the National Preparedness Goal. A community capability assessment is a low impact, systematic approach to evaluate the County’s emergency plan and capability to respond to hazards.

Each year, the County conducts a capability assessment both formally (as required by EMPG) and informally on an ongoing basis to ensure that the best practices in emergency management are incorporated into the program, plans, and activities. With the core capabilities and FEMA Mission Areas, the most critical areas of focus are on the core capabilities of Operational Coordination, Planning, Public Information and Warning, and Operational Communications. Through these assessments, it has been identified that all five areas of the POETE analysis are needed to ensure adequate response and recovery to disasters. These areas are Planning, Organization, Equipment, Training, and Exercise. For the core capability of Operational Coordination specifically, all five POETE areas will need to be expanded to fill the gap. A brief example of activities that would help increase readiness for these core capabilities are broken out below:

Planning: Emergency Operations Plans, support annexes, policies, and procedures.

2. Situation and Assumptions

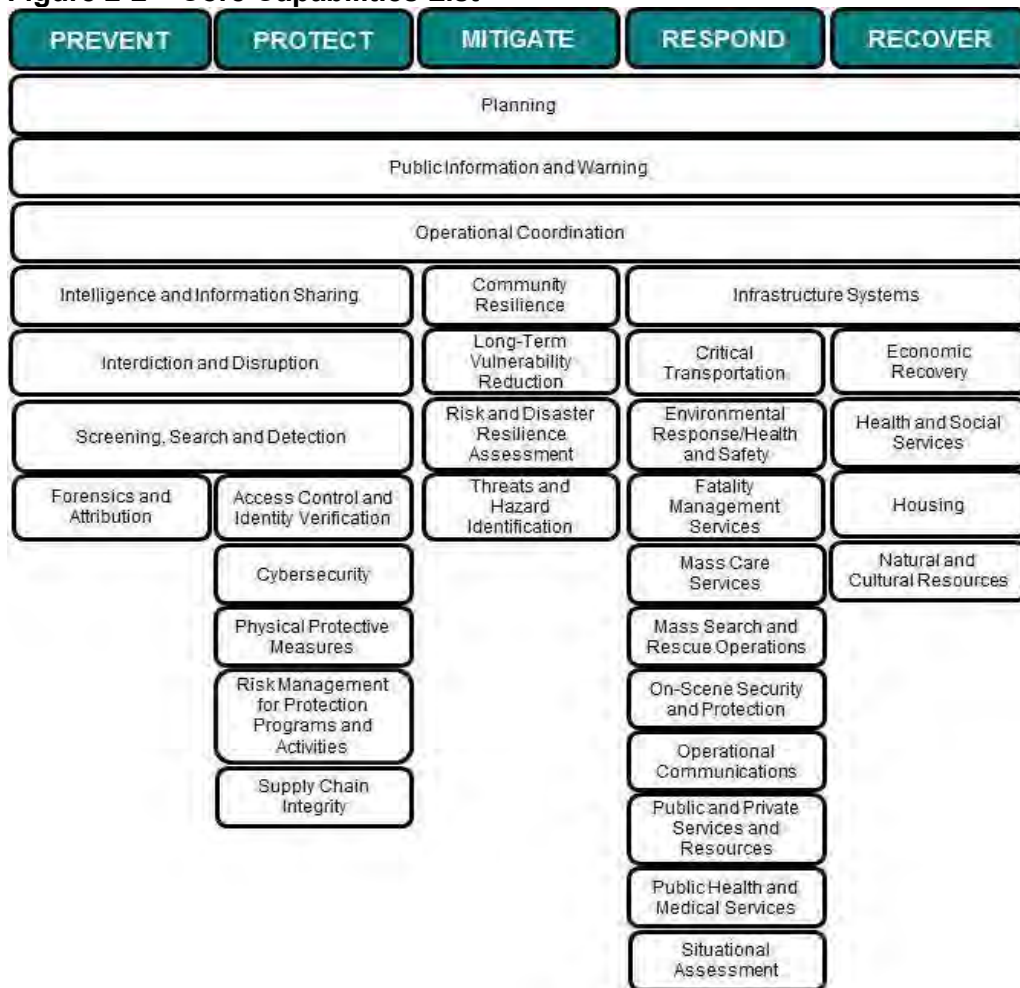
Organization: Coordination with local partners and key stakeholders, as well as the expansion of the Emergency Management organization and EOC/IMT team.

Equipment: Acquisition of equipment and supplies to support emergency response, recovery, etc. which includes the construction of an EOC facility and mobile response capabilities.

Training: Hosting and delivering regular and consistent training on a schedule that supports the IPPW as well as the Emergency Management Strategic Plan.

Exercise: Conducting various types of exercises to test plans, solidify training, and demonstrate proficiency in desired target areas.

Figure 2-2 Core Capabilities List



2.1.5 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the County. CIKR include the assets, systems, networks, and functions that provide

2. Situation and Assumptions

vital services to communities at all levels of government. Key factors in identifying CIKR is if there is a disruption of that resource, it would significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, and economic loss.

2.2 Assumptions

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the County will respond to emergencies to the utmost of our ability, it is possible that some natural or technological disasters may overwhelm resources. While recognizing this possibility, this plan is designed to help the County fulfill its response function to maximum capacity.

This EOP is based on the following assumptions and limitations:

- Essential services will be maintained if conditions permit.
- Approximately 21% of residents in the Benton Operational Area commute outside of the area for work. During the workday, the population increases by 11,000, leading to a higher transient population if a disaster occurs during traditional work hours.
- An emergency will require prompt and effective response and recovery operations by emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/Incident Command System (ICS) protocol.
- Each responding agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require state and federal assistance.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the Benton Operational Area may be affected by environmental and technological emergencies.

2. Situation and Assumptions

- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the Benton Operational Area could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations. Although this plan defines procedures for coordinating such assistance, it is essential for Benton County to be prepared to carry out disaster response and short-term actions independently for both response and recovery. All disasters begin and end locally, and it is critical for local jurisdictions to maintain operations as much as possible.
- Control over resources will remain at the local level even though the Governor has the legal authority to assume control in a state-declared emergency.
- Local communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, Benton County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures.
 - Assigned pre-designated tasks.
 - Provided with assembly instructions, and
 - Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

2. Situation and Assumptions

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Roles and Responsibilities

3.1 General

The County, City agencies, and response partners within the Benton County Operational Area may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts as well as the availability of local resources. Therefore, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Emergency Manager is responsible for emergency management planning and operations for the area of the county lying outside the limits of incorporated municipalities. The City Manager, or other designated official (pursuant to City charter or ordinance) of each incorporated City, is responsible for emergency management planning and operations for that jurisdiction. These efforts put in place by incorporated cities should be coordinate with the County to ensure effective coordination and use of resources and information sharing.

Most departments have emergency functions that are like their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below based on Community Lifelines, as well as in individual annexes.

3.1.2

Policy Group

The Policy Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected officials and appointed executives with legal responsibilities, and may also include executive management, and county department heads.

General responsibilities of the Policy Group include:

- Encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.

3. Roles and Responsibilities

- Understanding and implementing laws and regulations that support emergency management and response.
- Encourage County staff and partners to participate in the Emergency Operations Center Team training, exercises, and response as needed.
- Ensuring that local emergency plans consider the needs of:
 - The jurisdiction, including persons, property, and structures.
 - Vulnerable populations, including unaccompanied children, those with service animals, access and functional needs community, English as a Second Language community, low-income, and those temporarily lacking a residence; and
 - Individuals with household pets or livestock.
- Encouraging all community members to take preparedness actions and participate in volunteer organizations and training courses.

3.2.1.1 Elected Officials

The ultimate responsibility for policy, budget, and political direction for the County and city governments is borne by each local government's governing body (e.g., Board of County Commissioners, City Council). During emergencies, this responsibility includes encouraging community involvement and assistance, issuing policy statements as needed to support actions and activities of response and recovery efforts, and providing the political contact needed for visiting state and federal officials. Elected officials may provide liaison with their constituents within the community and other jurisdictions if needed.

General responsibilities of the Board of Commissioners include:

- Establishing emergency management authority by County resolution.
- Adopting an EOP and other emergency management–related resolutions.
- Declaring a state of emergency and providing support to the EOC if needed.
- Acting as a liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending all relevant public information briefings and meetings.

Under the direction of the County Sheriff, the County Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The County Emergency Manager works with the Policy

3. Roles and Responsibilities

Group and Elected officials to ensure that there are unified objectives regarding the County's emergency plans and activities, including coordinating all aspects of the County's capabilities. The County Emergency Manager coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident, and identifying and correcting any shortfalls.

In particular, the County Emergency Manager is responsible for:

- Serving as staff advisor to the Sheriff, Board of Commissioners, and County Administrator for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Analyzing the emergency skills required and coordinating/deliver the training necessary to provide those skills.
- Preparing and maintaining a resource inventory (including call-down lists for EOC assigned personnel).
- Ensuring the operational capability of the County EOC facility and function.
- Activating the County EOC, assigning personnel as appropriate within the EOC or incident response, and using established call-down procedures to contact cooperators and essential staff.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the County and Oregon Department of Emergency Management (ODEM).
- Maintaining a liaison relationship with organized emergency volunteer groups and private agencies.
- Ensuring that plans are in place to protect and preserve County records.
- Providing information and instructions to personnel regarding self-protection and minimizing exposure resulting from hazards associated with the emergency.

3.2.1.2 Executive Management Group

Executive management is provided at the County level by the County Administrator. Executive management is comprised of Department Directors, chosen by the County Administrator, and is responsible for continuity of government, **overall direction of emergency operations**, and dissemination of public information.

3. Roles and Responsibilities

General responsibilities of the Executive Management Group include:

- Ensuring that all departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Ensuring implementation of the County COOP Plans.
- Working with Emergency Management and the EOC to provide resources (e.g. personnel, equipment, supplies, facilities).
- Implementing the policies and decisions of the governing body.

3.2.1.4 County Department Directors

Department and agency directors collaborate with the Executive Group during development of local emergency plans and provide key response resources. County department and agency heads and their staff, develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercises to develop and maintain the necessary capabilities as well as clearly reinforce preparedness expectations and a state of readiness. Department and agency directors not assigned to a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Emergency Manager.

3.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, many County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

In general, all County departments are responsible for:

- Supporting EOC operations to ensure that the County is providing for the safety and protection of the citizens it serves.
- Developing guidelines to implement assigned duties specified by this plan.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department.
- Developing alert and notification procedures for department personnel.
- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting

3. Roles and Responsibilities

expenditure reports in accordance with financial management practices. Incident-related costs may be incurred during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.

- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.
- Notifying the County Emergency Manager of resource shortfalls and availability.
- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring staff complete required training (including required NIMS and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

3.2.3 Community Lifelines

Community Lifelines are a FEMA developed construct to increase effectiveness in disaster operations and better position the agency to respond to catastrophic events. A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security. The construct allows emergency managers to:

- Characterize the incident and identify the root causes of priority issue areas.
- Distinguish the highest priorities and most complex issues from other incident information through impact assessment.

Lifelines provide an outcome-based, survivor-centric frame of reference that assists responders with the following:

- Rapidly determining the scale and complexity of a disaster.

3. Roles and Responsibilities

- Identifying the severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas.
- Developing operational priorities and objectives that focus response efforts on the delivery of these services by the most effective means available.
- Communicating disaster-related information across all levels of public, private, and non-profit sectors using commonly understood, plain language.
- Guiding response operations to support and facilitate integration across mission areas.

Implementation of Community Lifelines impacts how incident information is framed, organized, and reported during response. Emergency Support Functions, (ESF), Core Capabilities, response operations, and procedures remain fundamentally the same, however it is important to understand their interrelationship. ESF's, Core Capabilities, and lifelines can be thought of in terms of means, ways, and ends:

- **Means**
 - ESF's and other organizing bodies- *the means*- are the way departments and agencies, community organizations, and industries organize to enhance coordination to deliver the response Core Capabilities.
- **Ways**
 - Response Core Capabilities describe the grouping of response actions- *the ways*- that can be taken to re-establish lifeline infrastructure. FEMA executes Lines of Effort (LOE) to operationalize the Core Capabilities (the ways) for response and recovery planning and operations.
- **Ends**
 - Lifelines describe the critical service infrastructure within a community that must be stabilized and re-established to address community impact- *the ends*- by alleviating threats to life and property.

When a lifeline is affected by a disaster, survivors may experience disruptions which reduce their ability to receive critical services and recover from the effect of an incident. These impacts are assessed and addressed based on overall impact to the community, otherwise known as Community Impact. Addressing Community Impact is an ongoing process which occurs throughout the disaster lifecycle.

3. Roles and Responsibilities

Lifelines are the most fundamental services in the community that enable all other aspects of society to function. They are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention is required.

3.2.3.1 Agency Responsibilities by Community Lifeline

Whether an organization has a primary or supporting role in responding to an incident, each offer services required for an effective emergency management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

■ Primary Agency(s)

- Identified lead agency for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident-related activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

■ Supporting Agency(s)

- Identified agency with substantial support roles during major incidents.

See the Community Lifeline Annexes to view the Primary and Supporting Agencies of each Lifeline.

3. Roles and Responsibilities

3.2.3.2 Community Lifeline Responsibilities



Safety and Security

Definition of a stable Safety and Security Lifeline: Threats to life-safety are no longer a concern for all response personnel and impacted communities. Government essential functions, including executive leadership, is operational. Sufficient search and rescue assets are on-scene to assist all survivors. Sufficient fire resources are available to support fire suppression efforts.

Law Enforcement and Security

Responsibilities related to Law Enforcement and Security include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.

Fire Service

Responsibilities related to Fire Service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Performing life-safety inspections and recommendations for activated emergency shelters.

Search and Rescue

Responsibilities related to Search and Rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.

3. Roles and Responsibilities

- Establishing and monitoring training standards for certification of search and rescue personnel.

Government Services

Responsibilities related to Government Services include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to County departments requiring augmentation.

Community Safety

Responsibilities related to Community Safety include:

- Defining responsibilities of County departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
 - Movement control.
 - Health and medical requirements.
 - Transportation needs.
 - Emergency Public Information materials.
 - Shelter and reception location.
- Developing procedures for sheltering in place.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.
- Conducting evacuation in accordance with County policy.

3. Roles and Responsibilities

- Coordinating with local government and non-profit agencies to identify, to the degree possible, the location of vulnerable population groups and individuals throughout the County and ensure that any special evacuation requirements are understood and can be addressed, or that resources are adequate for these populations to shelter in place.
- Working with the Oregon Military Department when it is necessary for them to:
 - Coordinate, employ, and control Oregon National Guard forces and military resources to assist civil authorities with the protection of life and property and to maintain peace, order, and public safety.
 - Mobilize and stage personnel and equipment to restore/ preserve law and order and provide support to other ESFs as directed by the State ECC and within Oregon National Guard capabilities.
 - Coordinate with the active federal military to ensure mutual support during federal disaster relief operations.



Food, Hydration, and Shelter

Definition of a stable Food, Hydration, and Shelter Lifeline: All survivors, their pets, and service animals have access to food, hydration, and sanitation. Sheltering, including cellular reception, capacity, accessibility, and wrap-around services, is supporting the displaced population. Sufficient resources are in place to sustain agricultural requirements.

Food

Responsibilities related to Food include:

- Assessing food needs and resources for the community.
- Storing food resources.
- Monitoring the collection and sorting of all food supplies and establishing procedures to ensure that they are safe for consumption.
- Coordinating transportation of food resources to the community.

3. Roles and Responsibilities

- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).

Hydration

Responsibilities related to Hydration include:

- Assessing water needs and resources for the community.
- Storing water resources.
- Monitoring the collection and sorting of all water supplies and establishing procedures to ensure that they are safe for consumption.
- Coordinating transportation of water resources to the community.

Shelter

Responsibilities related to Shelter include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.
- Maintaining and implementing procedures for care and shelter of domestic and livestock animals in an emergency.
- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).

Agriculture and Animal

Responsibilities related to Agriculture include:

- Conducting animal and plant disease and pest response.
- Coordinating animal/veterinary/wildlife response during a disaster, including:
 - Capturing/rescuing animals that have escaped confinement or been displaced from their natural habitat.
 - Providing emergency care to injured animals.
 - Providing humane care, handling, and sheltering to animals (including service animals, pets, and livestock).

3. Roles and Responsibilities

- Protecting the state's natural resources from the impacts of a disaster.



Health and Medical

Definition of a stable Health and Medical Lifeline: All survivors, their pets, and service animals have access to required medical and veterinary care. Emergency medical systems can manage patient movement requirement. Public health services are accessible to all survivors. Sufficient temporary fatality management support in place to meet processing demand. Medical supply chain capable of adequately resupplying medical care providers.

Medical Care

Responsibilities related to Medical Care include:

- Coordinating isolation and/or quarantine actions, as needed and permitted.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

Public Health

Responsibilities related to Public Health include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinating public health surveillance.
- Coordinating dissemination of public health information.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

3. Roles and Responsibilities

- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating support with other County departments, relief agencies, and volunteer groups.
- Coordinating with faith-based organizations and other volunteer agencies.

Patient Movement

Responsibilities related to Patient Movement include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.
- Requesting additional EMS assets as necessary.
- Coordination between EMS and Hospitals.

Medical Supply Chain

Responsibilities related to the Medical Supply Chain include:

- Coordinating mass prophylaxis and delivery and distribution set-up of the Strategic National Stockpile, if needed.
- Coordinate critical medical supply acquisition and distribution.

Fatality Management

Responsibilities related to Fatality Management include:

- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the deceased.

3. Roles and Responsibilities**Energy (Power and Fuel)**

Definition of a stable Energy Lifeline: Generators are providing temporary emergency power at critical facilities necessary to stabilize other lifelines. Fuel distribution available for responders. Sufficient fuel distribution available for survivors.

Power Grid

Responsibilities related to the Power Grid and Fuel include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinating with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinating temporary emergency power generation and fuel capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/ critical care facilities, designated shelters, government offices/ facilities, water/sewage systems, and other essential community services.

3. Roles and Responsibilities



Communications

Definition of a stable Communications Lifeline: Land mobile radio communications network is operational. Survivors have access to commercial communications infrastructure to contact or be contacted by emergency services. Public safety answering points are available to the public. Survivors have access to financial services.

Infrastructure

Responsibilities related to Infrastructure include:

- Conducting pre-incident and post-incident assessments of communication infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged communication infrastructure and critical facilities.
- Coordinating repair, maintenance, and restoration of the County's critical communication infrastructure.

Responder Communications

Responsibilities related to Responder Communications include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

Alerts, Warnings, and Messages

Responsibilities related to Alerts, Warnings, and Messages include:

- Monitoring emergency communications networks.

3. Roles and Responsibilities

- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Incident Commander, or PIO.
- Receiving and disseminating warning information to the public and key County officials.

Finance

Responsibilities related to Finances include:

- Coordinating with business and industry partners to facilitate private-sector support to response and recovery operations.
- Identifying short-term recovery assistance to business and industry partners.
- Facilitating communication between business and industry partners and local, tribal, and state emergency management organizations.
- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- Providing economic damage assessments for impacted areas.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.
- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

911 and Dispatch

Responsibilities related to 911 and Dispatch include:

- Monitoring emergency communications networks.
- Dispatch first responder resources.
- Relay situational information to key stakeholders and responders.

3. Roles and Responsibilities



Transportation

Definition of a stable Transportation Lifeline: Multimodal routes (air, rail, road, port) are clear of debris and accessible by normal or alternate means.

Highways, Roadways, and Motor Vehicles

Responsibilities related to Highways, Roadways, and Motor Vehicles include:

- Maintain critical road/highway infrastructure for emergency vehicles, private vehicles, utilities, and logistics supply chain vehicles.

Mass Transit

Responsibilities related to Mass Transit include:

- Provide transportation services to the public.
- Provide transportation services to individuals with access functional needs (AFN).

Railways

Responsibilities related to Railways include:

- Maintain functional railways including critical maintenance.
- Transport supplies including hazardous materials and other non-hazardous materials.

Aviation

Responsibilities related to Aviation include:

- Maintain commercial cargo/passenger transport.
- Maintain general aviation and military requirements.

Maritime

Responsibilities related to Maritime include:

- Coordinate waterway operations including transportation, safety, hazardous material clean up, etc.
- Monitor waterway operations.

3. Roles and Responsibilities**Hazardous Materials**

Definition of a stable Hazardous Material Lifeline: All contaminated areas are identified and secure.

Facilities

Responsibilities related to Facilities include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector hazardous material organizations.
- Encouraging staff preparedness by participating in planning, training, and exercises.
- Educating staff on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

HAZMAT, Pollutants, and Contaminants

Responsibilities related to HAZMAT, Pollutants, and Contaminants include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and state agencies.
- Recommending protective actions related to hazardous materials.
- Conducting environmental short- and long-term cleanup.

3. Roles and Responsibilities



Water Services

Definition of a stable Water Services Lifeline: Survivors have access to temporary or permanent potable water infrastructure providing drinking water and wastewater management services. Sufficient resources are in place to support the temporary or permanent delivery of baseline water systems services.

Potable water Infrastructure

Responsibilities related to Potable Water Infrastructure include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.

Wastewater Management

Responsibilities related to Wastewater Management include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.

3. Roles and Responsibilities

3.3 Local and Regional Response Partners

The County's emergency organization is supported by several outside organizations, including incorporated cities, service organizations, and the private sector.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent.

Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2 Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to assist in response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations to provide supplies and services.

The roles of nongovernmental and faith-based organizations may include:

3. Roles and Responsibilities

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food, shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

3.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals, and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

3.4 State Response Partners

Under the provisions of ORS 401.035, the Governor has broad responsibilities for the direction and control of all emergency activities in a state-declared emergency. The administrator of ODEM is delegated authority by ORS 401.052 to 401.092 to coordinate all activities and organizations for emergency management within the state, and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting ESFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency. Some state agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3. Roles and Responsibilities**3.5 Federal Response Partners**

Federal response partners are typically requested by ODEM if state resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon EMP and, if necessary, the National Response Framework.

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4.1 General

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, law enforcement, and the Public Works Department. Depending on the type of incident, initial response also may include hospitals, local public health departments, and hazardous materials teams. In all emergencies, saving and protecting human lives is the top priority of the County and emergency response personnel.

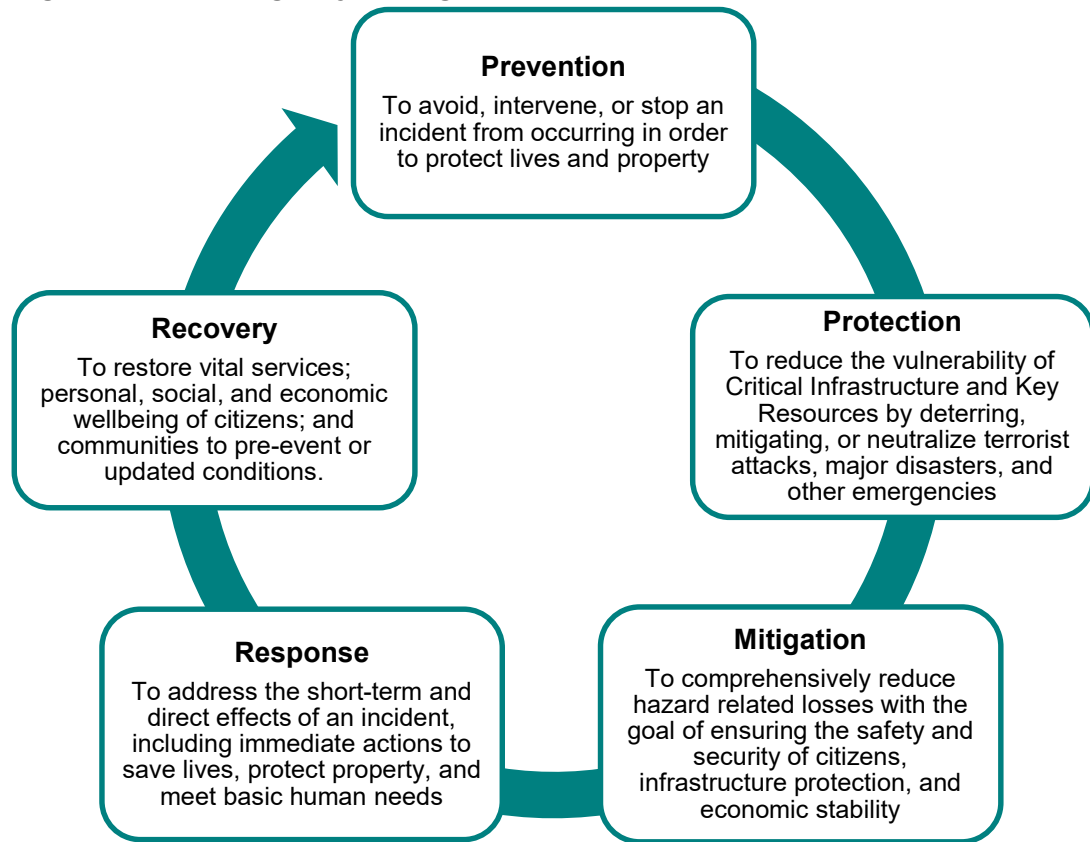
The County is responsible for emergency management and protecting life and property of citizens within its jurisdiction. This EOP will be used when the County or individual emergency response agencies are reaching, or have exceeded, their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where County resources are limited and/or have been expended.

4.2 Emergency Management Mission Areas

This EOP adheres to the emergency management principle of all-hazards planning, which is because most responsibilities and functions performed during an emergency are not hazard specific. The focus of this plan is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the County in the five mission areas as shown in Figure 4-1, Emergency Management Mission Areas.

4. Concept of Operations

Figure 4-1 Emergency Management Mission Areas



4.3 Response and Recovery Priorities

4.3.1 Response

Response activities within the County are undertaken immediately after an incident.

The County's response priorities are defined below:

1. **Life:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to CIKR and minimize property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

4.3.2 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the County. This EOP is not a recovery plan; however,

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the County recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed.

Recovery operations are actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or “new normal” conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations.

The County’s recovery priorities for CIKR are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County.
2. **Debris Removal:** Coordinate debris clearance, collection, and removal.
3. **Infrastructure Restoration:** Facilitate restoration of CIKR.

4.4 Incident Levels

Incident levels assist local, county, and state response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations within the County will not always fit neatly into these levels, and any incident has the potential to intensify or expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents. The County utilizes the NIMS Incident Levels, which are based on five levels of complexity that ascend from relatively minor incidents (Type 5, e.g., vehicle fire) to a major disaster (Type 1, e.g., earthquake) resulting in high impact on the County and requiring national response resources (source: U.S. Fire Administration). Table 4-1, NIMS Incident Levels, describes the complexity of each type of incident.

Table 4-1 NIMS Incident Levels	
Type 5	<ul style="list-style-type: none"> ■ The incident can be handled with one or two single resources with up to six personnel. ■ Command and General Staff positions (other than the Incident Commander) are not activated. ■ No written Incident Action Plan (IAP) is required. ■ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ■ Examples include a vehicle fire, an injured person, or a police traffic stop.

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Table 4-1 NIMS Incident Levels	
Type 4	<ul style="list-style-type: none"> ■ Command and General Staff functions are activated only if needed. ■ Several resources are required to mitigate the incident. ■ The incident is usually limited to one operational period in the control phase. ■ The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. ■ No written IAP is required, but a documented operational briefing will be completed for all incoming resources. ■ The agency administrator develops operational plans, including objectives and priorities.
Type 3	<ul style="list-style-type: none"> ■ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ■ Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ■ A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ■ The incident may extend into multiple operational periods. ■ A written IAP may be required for each operational period.
Type 2	<ul style="list-style-type: none"> ■ The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. ■ Most or all the Command and General Staff positions are filled. ■ A written IAP is required for each operational period. ■ Many of the functional units are needed and staffed. ■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). ■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

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Table 4-1 NIMS Incident Levels	
Type 1	<ul style="list-style-type: none"> ■ A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. ■ IMT generally activated. Second IMT on stand-by. ■ All Command and General Staff positions are activated. ■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. ■ Branches need to be established. ■ The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. ■ Use of resource advisors at the incident base is recommended. ■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

4.5 Incident Management

4.5.1 Activation

When an emergency arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the County Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of the on-scene Incident Commander. In addition, the County Emergency Manager may partially or fully activate the Benton County Operational Area EOC Incident Management Team (BCIMT) and staff the County EOC based on an emergency’s type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. Upon notification that the EOC has been activated and/or an emergency has been declared, all involved County emergency services will implement their respective plans and procedures, and provide the Emergency Manager with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property

Refer to the immediate action checklists for further information on initial actions to be taken by the County Emergency Manager (or designee) upon implementation of all or part of this EOP.

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4.5.2 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by County personnel will be relayed to the County Emergency Manager and the Corvallis Regional 9-1-1 Dispatch Center. County response personnel will communicate and receive notifications using traditional communications technology if available, such as landlines, cellular telephones, faxes, pagers, internet/e-mail, and radio throughout the duration of response activities. Emergency notification procedures are established among the response community, and call lists are updated and maintained by each agency. External partners will be notified and coordinated through the County EOC as appropriate. Mass notifications to the public will be conducted through the Linn-Benton ALERT system.

4.5.3 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, County staff, the State ECC, and personnel from neighboring jurisdictions to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

Through the County, a public warning and broadcast system has been established for the County to provide emergency information and instructions during a pending or actual emergency incident or disaster.

4.5.3.1 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together using systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information across all jurisdictions and agencies, interoperability plans or procedures should be developed to include training and exercises, SOPs, new technology, and considerations of individual agency governance. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time.

4.5.4 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and provide the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National

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Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during Level 1 and 2 incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the County Sheriff's Office will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC). During a terrorist incident, the OTFC will support situational awareness and intelligence gathering functions.

4.5.5 Resource Management

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. In a situation where resource allocations are in dispute, the Board of Commissioners has the final allocation authority. County resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:
 1. Protection of life
 2. Protection of responding resources
 3. Protection of public facilities
 4. Protection of private property
- Distribute resources so that the most benefit is provided for the number of resources expended.
- Coordinate citizen appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.

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- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, state, and federal resources through an emergency declaration.

4.5.5.1 Resource Typing

The County utilizes resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. County response personnel and support staff are trained and exercise using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

4.5.5.2 Credentialing of Personnel

Benton County has implemented a formalized credentialing program. This program includes identification, background checks, and NIMS training, and was adopted by resolution in 2019. This includes the use of the National Qualification System (NQS) and State Qualification System (SQS) through the use of EOC Skill Sets and Position Task Books.

4.5.5.3 Volunteer and Donations Management

Currently, the County does not have a formal volunteer and donations management program in place. Should one be developed, the program will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents. Technical assistance for implementing NIMS/ICS volunteer and donations management procedures is available from Oregon Department of Emergency Management (ODEM).

During a Level 2 incident, when the EOC is activated and an emergency has not been declared, the County Emergency Manager will coordinate and manage volunteer services and donated goods through the County EOC, with support from the American Red Cross, Salvation Army, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards.

4.5.6 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

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Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing.
- Individuals with limited English proficiency.
- Children and the elderly.
- Individuals without vehicles.
- Individuals with special dietary needs.
- Individuals who experience physical/mental disabilities.
- Individuals considered low income, or other marginalized communities.

Persons with access and functional needs within the County have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the County Emergency Manager will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

4.5.7 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the County and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters to themselves and their children through personal preparedness activities. To the greatest extent possible, the County Emergency Manager will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

4.5.8 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through ODEM.

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4.5.9 Demobilization

As the emergency progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times.
- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Director.
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Director.
- Repair and maintenance of equipment, if necessary.

The Board of Commissioners, with advice from the EOC Director and/or on-scene Incident Commander, will determine when a state of emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored.

4.5.10 Recovery

Once the immediate response phase has been completed, the County will turn towards recovery to restore government functions and community services. A transition from response to recovery may occur at different times in different areas of the County. Recovery phases vary and can be impacted by ongoing disasters or cascading impacts to Community Lifelines.

Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

Throughout the recovery period, the County will review and implement mitigation measures, collect lessons learned, and update the EOP as needed. Resources to restore or upgrade damaged areas may be available if the County demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future. The Recovery Process will follow best practices and utilize the FEMA Recovery Support Functions. The Recovery Support Functions are leveraged through local, state, and federal partnerships and they include:

- **Community Planning and Capacity Building-** Unifies and coordinates expertise and assistance programs between both

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governmental as well as non-government partners to ensure engagement of the whole community in planning and managing recovery.

- **Land Use and Redevelopment Planning-** Guides physical development following an incident to determine how and where to build, rebuild, vacate, and which areas to preserve.
- **Economic Recovery-** Helps levels of government and the private sector sustain or rebuild businesses and employment.
- **Health and Social Services-** Supports recovery in public health, health care facilities and coalitions, and essential social services.
- **Housing-** Coordinates resources for adequate, affordable, equitable, and accessible housing to support the whole community.
- **Infrastructure Systems-** Helps restore infrastructure systems and services and improves resilience for future hazards.
- **Natural and Cultural Resources-** Works to protect and restore natural and cultural resources and historic properties.

The recovery process will be managed and supported through the Emergency Management Division and the EOC as needed.

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Command and Control

5.1 General

The ultimate responsibility for command and control of County departments and resources lies with the Board of Commissioners and County Administration; however, the Sheriff and County Emergency Manager will maintain direction and control of the County Emergency Management Division unless otherwise delegated. County emergency operations, both on scene and in the County EOC, will be conducted in a manner consistent with NIMS, including use of the ICS.

During a County-declared disaster, control is not relinquished to state authority but remains at the local level for the duration of the event.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Sheriff's Office, Public Works Department, and/or Fire District), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post (ICP) and may assume the responsibilities of Command Staff until delegated. Upon establishment of the Incident Command System, the on-scene Incident Commander will notify the County Emergency Manager and request activation of the County EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and state leads.

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the BCIMT and County EOC and assign an EOC Director. The EOC and EOC Director support on-scene operations and coordinate County resources.

The request will be submitted to the County Emergency Manager, who will determine whether to activate the BCIMT and EOC and will assume, or designate, the role of EOC Director. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper

5. Command and Control

coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing County services, and then only when a situation threatens to expand beyond the County's response capabilities.

Upon activation of the County EOC, the EOC Director is empowered to assume executive control over all departments, divisions, and offices of the County during a state of emergency. If appropriate, the on-scene Incident Commander or EOC Director may request that the Board of Commissioners declare a state of emergency.

The County EOC may have direct field operational functions such as mass care/sheltering, damage assessment, debris management, fuel management, information coordination, evacuations, alert and warning, livestock/animal sheltering, resource management, points of distribution, volunteer and donations management, etc. The County EOC may also provide direct support to the field Incident Commander.

5.4 Benton County Operational Area Emergency Operations Center

The County EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The County EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the County EOC may become the County seat of government for the duration of the crisis, but this is extremely undesirable and inefficient as continuity plans should be in place independent of the EOC.

5.4.1 Benton County Operational Area Emergency Operations Center- Activation

During emergency operations, and upon activation of the County EOC, the BCIMT will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the County Emergency Manager, who may assume or designate the role of EOC Director. While the on-scene Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing County resources in support of emergency operations.
- The EOC Director will determine the level of staffing required and will alert the BCIMT.
- Emergency operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, personnel supplied through mutual aid agreements, and private contractors. State and Federal support will be requested if the situation dictates.

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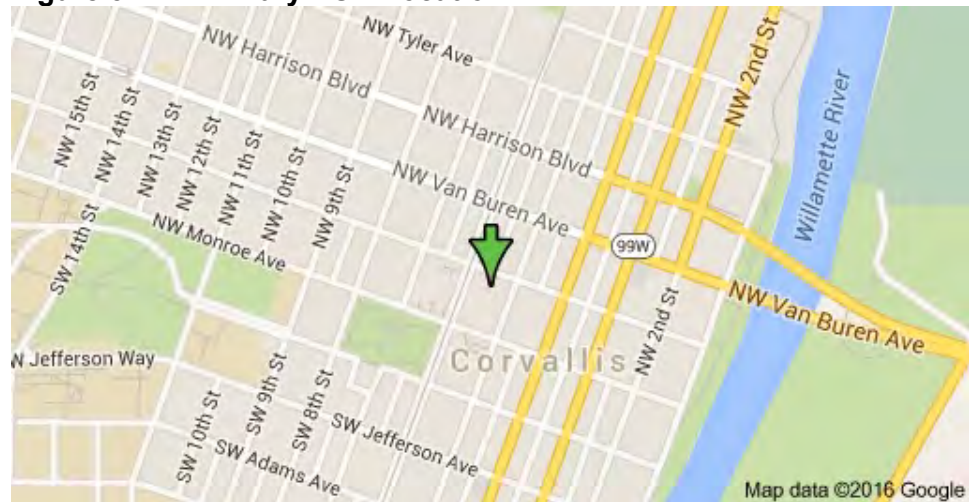
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
- Department Directors and organization leaders are responsible for assigned emergency functions and Community Lifelines.
- Department Directors are required to maintain Continuity of Operations (COOP) and Continuity of Government (COG).
- The EOC may, as appropriate, operate on a 24-hour basis.
- The County Emergency Manager will immediately notify the Benton County Sheriff and County Administration upon activation of the County EOC. Periodic updates will be issued to the County for the duration of County EOC activation.

5.4.2 Emergency Operations Center Location

The **primary location** for the County EOC is:

Law Enforcement Building (Basement)
180 NW 5th Street Corvallis, Oregon

Figure 5-1 Primary EOC Location



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If necessary, the **alternate location** for the County EOC is:

Benton County Sunset Building
4077 SW Research Way, Corvallis, OR 97330

Figure 5-2 Alternate EOC Location #1



Second alternate location for the County EOC is:

Benton County Fairgrounds Carriage House
110 SW 53rd Street, Corvallis, OR 97330

Figure 5-3 Alternate EOC Location #2



The location of the EOC can change, as required by the needs of the incident. Coordination and control for County emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Director will designate an alternate facility.

5. Command and Control**5.4.3 Emergency Operations Center Staffing**

It is imperative that local personnel staff the EOC. Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the on-scene Incident Commander or EOC Director may change to meet the needs of the incident. If local staffing resources are not adequate to maintain the County EOC, the County may request support from the state or through mutual aid.

BCIMT members assigned to Command and General Staff are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate BCIMT members be trained on ICS functions outside their areas of expertise. Regularly exercising the ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

5.4.4 Access and Security

During an emergency, access to the County EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. The EOC Director may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present.

5.4.5 Incident Management Software

The County utilizes Base Camp and Microsoft Teams software to help gather, analyze, and disseminate information in the County EOC. The County Emergency Manager is responsible for training the EOC/IMT on the use of software, and a User's Manual is maintained in the County EOC.

5.4.6 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and County Sheriff. Ideally, Position Task Books and ICS Form 226s will be completed for EOC personnel to support the credentialing process.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the County EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the County Sheriff and staff to manage recovery operations as part of their daily responsibilities.

5. Command and Control

The County Sheriff has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC would occur at the direction of the County Emergency Manager and/or EOC Director.

5.5 Incident Command System (ICS)

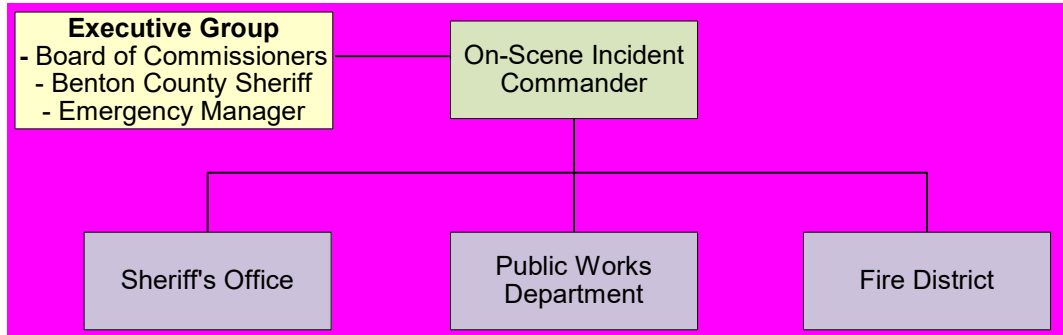
The Incident Command System (ICS) is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize the ICS to manage resources and activities during an emergency response to communicate with other responding agencies using common terminology and operating procedures (Figure 5-4).

The County has established an IMT, supporting EOC activation, ICS operational procedures, and position checklists. The County ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines. The County ICS structure can also be utilized for lower-level emergencies such as a minor incident involving a single emergency response agency (Level 1). The Benton County Operational Area EOC will function following the ICS Planning P when practical to ensure adequate documentation, risk mitigation, and efficient use of resources.

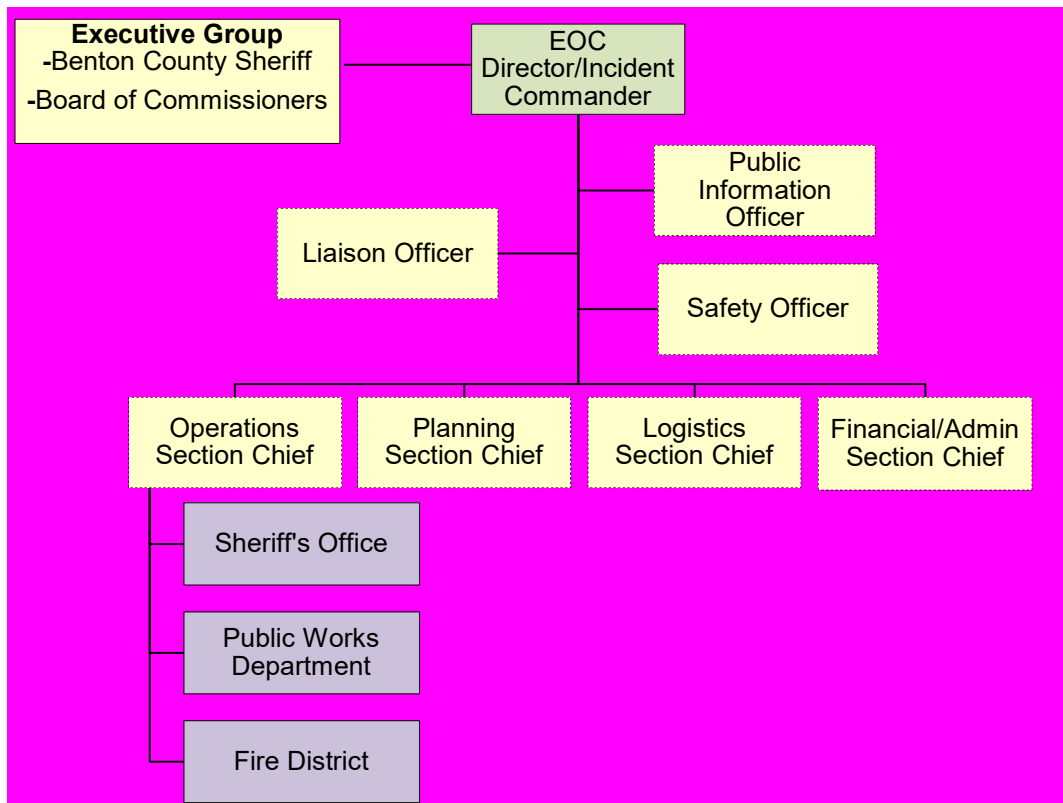
5. Command and Control

Figure 5-4 Examples of a Scalable Command Structure for the County

Initial Response Structure (Level 1 Incident)



EOC Structure once Activated



5.5.1 Emergency Operations Center Director/Incident Commander

The EOC Director is responsible for operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations.

In general, the EOC Director is responsible for:

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- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Approving and supporting implementation of an IAP.
- Coordinating activities in support of field response emergency operations.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer
- If the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the EOC Director may adjust to meet the needs of the incident.

The EOC Director requirements:

- Executive level leadership in a response agency, for a minimum of 3 years.
- Delegated or designated by the Authority Having Jurisdiction (AHJ).
Note: For Benton County, this is usually the Sheriff.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics
- Desired supplemental training: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, all hazards position specific training.

5.5.2 Incident Management Team

It is important to note that the IMT is used to support field operations or directly staff the EOC. Any County response agency may request the support of the BCIMT. Requests should be made through the shift supervisor (i.e. Sergeant, Battalion Chief, etc.) to Dispatch. A brief description of the incident in progress will be communicated to the Incident Commanders and County Emergency Manager. If appropriate, this group will determine the validity of the request amongst themselves. Basic information needed includes sufficient detail to create basic objectives and data for an ICS 201 form.

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The County Emergency Manager will then page out the BCIMT using the internal Linn-Benton ALERT system. As availability responses come in, additional messaging will inform the BCIMT of what roles have been filled for the first operational period. In this manner, the remainder of the team can then plan to be handed the incident for the second operational period (if unresolved). Portions of the team may activate without full team activation. This may be helpful for a monitoring event (such as a developing storm system) or an unknown event (such as a cyber incident). In these circumstances, the EOC Director may elect to open the EOC with a few key personnel to assist in the event of an actual activation.

5.5.3 Emergency Operations Center Command Staff

5.5.3.1 Safety Officer (SOFR)

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations.

The Safety Officer's responsibilities include:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chief as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.
- Create a safety report to document safety considerations.

Safety Officer requirements:

- Successful employee of the County with Safety and OSHA related experience.
- Training: ICS 300/400, IS-2200.
- Desired supplemental education: S-420 Command and General Staff, OSHA 600 Collateral Duty Safety Officer; G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, S-404 Safety Officer, or All Hazard Position Specific training.

5. Command and Control

5.5.3.2 Public Information Officer (PIO)

The PIO will coordinate and manage the County's public information network, including local, regional, and state agencies, tribal entities, political officials, and other emergency management stakeholders.

The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a JIC.
- Implementing information clearance processes with the EOC Director.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

PIO requirements:

- Duty designated by agency as PIO
- Training: ICS 300/400, L0105: Public Information Basics, IS-29.a Public Information Officer Awareness, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: S-420 Command and General Staff, L-480 IMT Leadership, G-490 Advanced PIO, G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazard Position Specific training.

5.5.3.3 Liaison Officer (LOFR)

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the American Red Cross.

Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.

5. Command and Control

- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Incident Commander, government officials, and stakeholders.

Liaison Officer requirements:

- Familiarity with liaison services.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics
- Desired supplemental education: S-420 Command and General Staff, L-480 IMT Leadership, G-490 Advanced PIO, G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazard Position Specific training.

The annexes attached to this plan contain general guidelines for County staff, volunteer organizations, neighboring jurisdictions, County officials and departments, and other response agency staff to carry out assigned Command Staff responsibilities at the County EOC, as well as at EOCs of neighboring jurisdictions.

5.5.4 Emergency Operations Center General Staff

5.5.4.1 Operations Section Chief (OSC)

The Operations Section Chief position is typically filled by the lead agency managing response activities for the incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Fire Services** - emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- **Law Enforcement** - incidents involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- **Public Health Officials** - contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- **Public Works** - incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.
- **Private entities, companies, and nongovernmental organizations** may also support the Operations Section. Examples of support these organizations may provide include:

5. Command and Control

- Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
- Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP.
 - Managing field response activities
 - Directing implementation of unit operational plans
 - Requesting resources as needed
 - Complete the ICS 215
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

Operations Section Chief requirements:

- Operational level leadership of a response agency for a minimum of 3 years.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics, All Hazards Operations Section Chief.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, and S-520 Advanced Incident Management.

5.5.4.2 Planning Section Chief (PSC)

The Planning Section is responsible for forecasting the needs of the response, as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization.

The Planning Chief is responsible for:

- Collecting and evaluating information and distributing incident information through status summaries (e.g. ICS 209) and producing situation reports and executive summaries.
 - For terrorist incidents, liaise with the Oregon Titan Fusion Center (OTFC).
- Facilitating all meetings related to Planning P and IAP development.

5. Command and Control

- Maintaining resource status.
- Preparing and disseminating the IAP, including developing alternatives for tactical operations in coordination with operations.
- Develop Demobilization Plans.
- Manage incident documentation including final document package.

Planning Section Chief requirements:

- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics,
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazards Planning Section Chief.

5.5.4.3 Logistics Section Chief (LSC)

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support.

The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.
- Attend all Planning P meetings.
- Process Resource Requests.
- Coordinate with Operations during the Tactics Meeting.

Logistics Section Chief requirements:

- Active member of response agency for a minimum of a minimum of 3 years with leadership responsibilities.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420

5. Command and Control

Command and General Staff, S-420 Command and General Staff, S-520 Advanced Incident Management, All Hazards Logistics Section Chief.

5.5.4.4 Finance/Administration (FSC)

The Finance/Administration Section is activated for incidents that require emergency funding or use of specialized services and equipment that are not within the County's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section.

The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.
- Process Compensation and Claims.

Finance and Administration Section Chief requirements:

- Support Staff manager for a minimum of 2 years.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, or S-520 Advanced Incident Management

5.5.5 Unified Command

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Command.

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Single Incident Commander	Unified Command (UC)
<p>The Incident Commander is solely responsible (within the confines of their authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.</p>	<p>Individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, tactics resource allocations, and priorities.</p> <p>The Commanders work together to execute integrated incident operations and maximize the use of assigned resources.</p>

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

5.5.6 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities. Area command is focused on managing scarce resources and should be used only as needed.

If activated, the Area Command:

- Sets overall incident-related priorities:
 - De-conflicts incident management objectives with other ICS organizations and established policies.
 - Allocates critical resources according to incident-related priorities.
 - Identifies critical resource needs and reports them to the EOCs.
- Conducts oversight:
 - Ensures proper management and effective communications and provides for personnel accountability and a safe operating environment.
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.5.7 Multi-Agency Coordination

If the County is coordinating a response with other jurisdictions or agencies with authority over an incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/ executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups

5. Command and Control

include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

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Plan Development, Maintenance, and Implementation

6.1 Plan Review and Maintenance

The EOP will be re-promulgated every two years, or when a new senior elected or appointed official takes office, or at a minimum of every five years to comply with state requirements. If awarded monies through the Emergency Management Performance Grant (EMPG), this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the County Emergency Manager and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

Bryan Lee, Benton County Emergency Manager
 Benton County Sheriff's Office
 180 NW 5th St.
 Corvallis, OR 97330
 Bryan.Lee@bentoncountyor.gov

6.2 Training Program

To help train and prepare essential response staff and supporting personnel to incorporate ICS/NIMS concepts into all facets of an emergency, each agency and department will ensure that critical staff are identified and trained at a level that enables them to follow existing response plans, procedures, and policies effectively.

The County Emergency Manager coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

6. Plan Development, Maintenance, and Implementation

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The County Emergency Manager maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- Emergency Operations Center Staff
- EMS personnel/ Firefighters
- Law enforcement
- Public works/utility
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Table 6-1 Minimum Training Requirements	
Emergency Personnel	Training Required
Direct role in emergency management or emergency response	IS-100c IS-700b IS-200c IS-800d
First-line supervisors, mid-level management, and Command and General Staff	IS-100c IS-700b IS-200c IS-800d ICS 300
Supervisory role in expanding incidents or a management role in an EOC	IS-100c IS-700b IS-200c IS-800d ICS 300 ICS 400
Management capacity in an Area Command situation or EOC	IS-100c IS-700b IS-200c IS-800d ICS 300 ICS 400 IS-2200

6. Plan Development, Maintenance, and Implementation

PIOs	IS-100c IS-700b IS-200c IS-800d IS-29a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
<i>Independent study courses can be found at https://training.fema.gov/is/crslist.aspx?lang=en.</i>	

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP and maintain a state of readiness for the EOC and IMT members. The County will coordinate with agencies, organizations (nonprofit, for profit, and volunteer), neighboring jurisdictions, and state and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <https://www.oregon.gov/oem/emresources/Pages/Exercise.aspx>.

The County Emergency Manager will work with County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through training.

6.4 Event Critique and After-Action Reporting (AAR)

To document and track lessons learned from exercises, the Emergency Manager will conduct a review, or “hot wash,” with exercise or response participants after each exercise. The County Emergency Manager will also coordinate an After Action Review (AAR), which will describe the objectives of the exercise, document the results of the evaluation, and create an improvement plan to increase the County’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Success stories and lessons learned should be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The County Emergency Manager will ensure that equipment, training, and planning shortfalls identified following an incident are

6. Plan Development, Maintenance, and Implementation

addressed by the County Emergency Management Division as well as shared with the County Administration for action.

6.5 Community Outreach and Preparedness Education

The County will educate the public about hazards, threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness. This program will be leveraged through a variety of means including preparedness fairs, outreach events, presentations, webinars, CERT, and Be-2-Weeks Ready.

Information about the County's public education programs, hazard and mitigation information, and other emergency management services can be found on the County's website at <https://sheriff.bentoncountyor.gov/emergency-management/>.

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain an Emergency Management program that ensures the County's ability to respond to and recover from disasters. The County Emergency Manager will work with the Sheriff, Board of Commissioners, and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Elected Officials are informed of progress toward building emergency response and recovery capabilities and are aware of gaps to be addressed.
- Leverage partnerships with local, regional, and state partners to maximize use of scarce resources.
- Develop a Strategic Direction for the Emergency Management Program.

A

Sample Disaster Declaration Form

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Appendix A. Declaration of State of Emergency

DECLARATION OF EMERGENCY

BEFORE THE BOARD OF COMMISSIONERS
FOR BENTON COUNTY, OREGON

In the Matter of Declaring)
A State of Emergency within)
Benton County) **RESOLUTION # 20__-__.**

This matter came before the BOARD OF COMMISSIONERS at an emergency meeting on month, day, year, involving an emergency created by incident type which is threatening life and property; and

WHEREAS, month, day, year; military time of occurrence, and description of the emergency incident; and

WHEREAS, specific geographic boundaries of event; and

WHEREAS, the Benton County, having exhausted all their resources; and

WHEREAS, the emergency situation appears to be of such a magnitude and severity, that it is beyond the County’s response capability; now, therefore

BE IT RESOLVED that the BOARD OF COMMISSIONERS, under the emergency powers granted by ORS 401 declare that a “State of Emergency” exists within Benton County because local resources are depleted and request the Governor declare Benton County a disaster area. Further, the Benton County Sheriff’s Office is hereby directed to take all necessary steps by law to secure the persona and property of the citizens of Benton County. Under this declaration, the Benton County Board of Commissioners enact emergency powers outlined in the County Charter, in County Code, outlined in the Emergency Operations Plan (EOP), or specifically stated in this resolution and within the legal authority of the County.

State assistance is requested immediately and includes the following:

- assistance needed from the State (NIMS Resource Type)
- assistance needed from the State (NIMS Resource Type)
- assistance needed from the State (NIMS Resource Type)

Appendix A. Declaration of State of Emergency

Dated at City of Corvallis, Oregon, this _____ day of _____

COUNTY BOARD OF COMMISSIONERS

Chair

Vice Chair

Commissioner

B

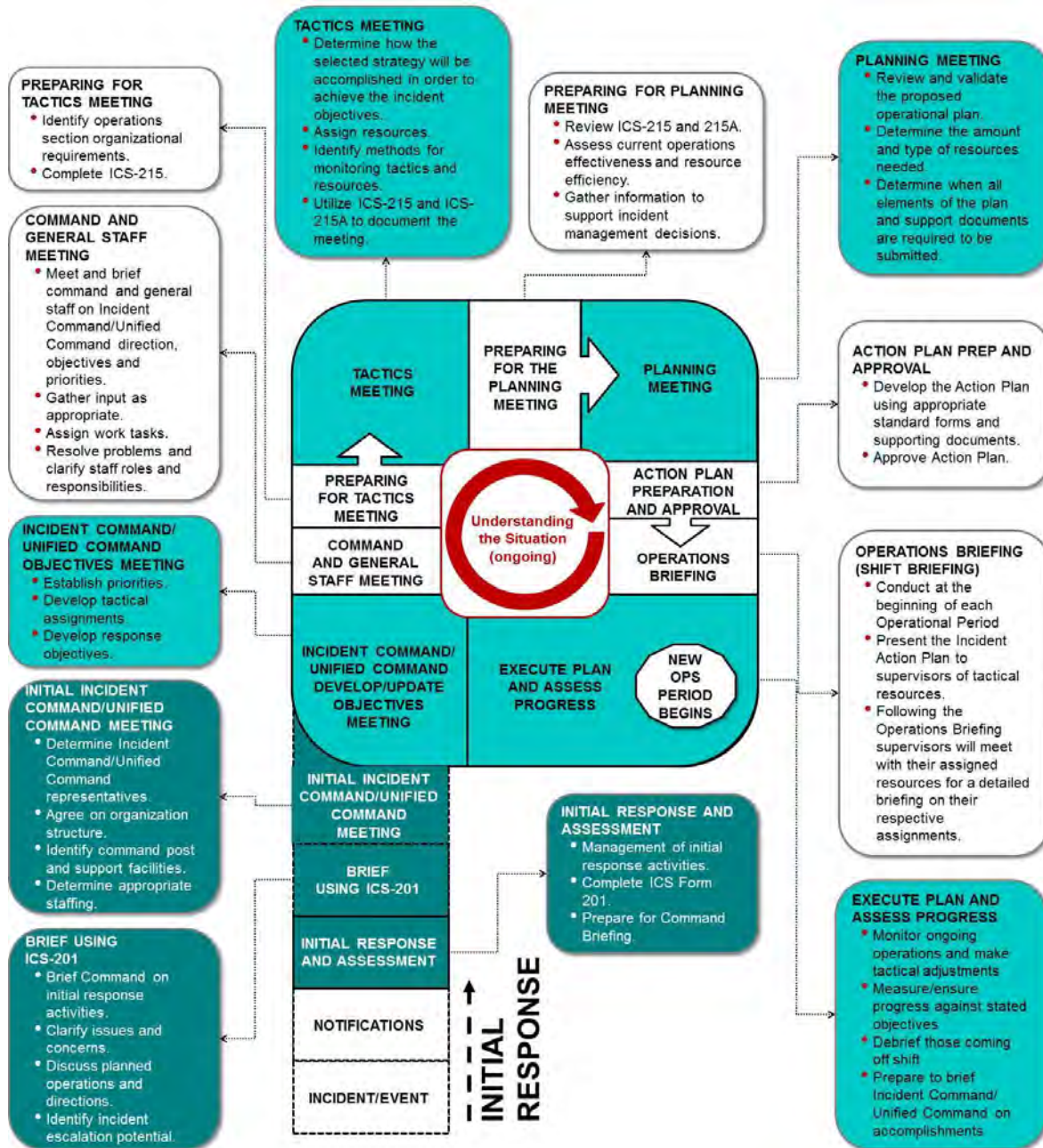
Incident Action Planning Cycle

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Appendix B. Incident Action Planning Cycle

An Incident Action Plan (IAP) is the vehicle by which Incident Command communicates their expectations and provides collaboration and participation among all levels of incident management to formally assign resources tasks to accomplish clear priorities, goals, and objectives. A complete Incident Action Plan facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The Planning “P” in Figure B-1 is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period whereas the top of the leg of the “P” is the beginning of the first operational planning period cycle. Steps in the Planning P may be skipped or expedited depending on the emergency.

Figure B-1 Planning “P”



Appendix B. Incident Action Planning Cycle

An Incident Action Plan should be comprised of the items listed in Table B-2, along with pertinent information on each item.

Table B-2 Incident Action Plan Components and Sequence of Assembly				
Order	ICS Form	Title	Required	Prepared By
1	200	Cover Sheet	Always	Planning Section
2	202	Incident Objectives	Always	Planning Section
3	203	Organizational List	Always	Planning Section
4	204	Assignment List	Always	Operations Section and/or Resource Unit Leader
5	205	Incident Radio Communications Plan	As the incident requires – Radio Use	Logistics Section (Communications Unit Leader)
5a	205A	Incident Telephone Communications Plan	Always	Logistics Section or Resource Unit Leader
6	206	Medical Plan	Always	Logistics Section and Safety Officer
7	207	Incident Organization Chart	If possible	Resource Unit Leader
8		Incident Map	Always	Situation Unit Leader /GIS Unit
9	208	Safety Message	Always	Safety Officer
10		Weather Briefing	Always	Situation Unit Leader
11	209 or other	General Situation Report	If needed	Situation Unit Leader
12	220	Air Operations Summary	As the incident requires – Air Ops	Operations Section Chief/Air Operations Branch
13	230	Meeting Schedule	Always	Situation Unit Leader
14	213	General Message	Optional	Any Message Originator
15	214	Activity Log (unit log)	Always	Blank form
16	Other components as needed		Optional	Planning

For more information, see [FEMA's Incident Action Planning Guide, July 2015](#)

C

Agreements and Memorandums of Understanding

Appendix C. Agreements and Memorandums of Understanding

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Appendix C. Agreements and Memorandums of Understanding

The following Agreements and Memorandums of Understanding are in place for the County:

- Oregon Resource Coordination Assistance Agreement, 2018
- 2016 Inter-County Mutual Aid Agreement
- ODOT Flexible Services Agreement; Intergovernmental Agreement for Equipment and Services with the Oregon Department of Transportation, 2009
- The Oregon Public Works Emergency Response Mutual Aid Agreement, 2014
- Oregon Law Enforcement Mutual Aid Agreement, 1999
- Cooperative Policing Agreement
- Benton County Sheriff's Office & Oregon State Police, 1996
- Benton County Interagency Response Agreement, 2012

Appendix C. Agreements and Memorandums of Understanding

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D

References

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Appendix D. References

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
- Homeland Security Act of 2002 (Public Law 107-296). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. Accessed on 20 December 2013 at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. Accessed on 20 December 2013 at: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>.

FEMA Policy

- [The Federal Emergency Management Agency Publication 1: The Federal Emergency Management Agency, November 2010](#). Accessed on 10 September 2024
- [A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1, December 2011](#). Accessed on 10 September 2024
- [FEMA Incident Management and Support Keystone, January 2011](#). Accessed on 10 September 2024
- [National Incident Management System, October 2017](#). Accessed on 10 September 2024
- [National Preparedness Goal, Second Edition, September 2015](#). Accessed 10 September 2024
- [FEMA Strategic Plan, FY 2022-2026, FEMA P-806](#). Accessed 10 September 2024
- [Crisis Response and Disaster Resilience 2030: Forging Strategic Action in an Age of Uncertainty, January 2012](#). Accessed 10 September 2024
- [National Response Framework, Fourth Edition, October 2019](#). Accessed 10 September 2024

Appendix D. References

- [National Disaster Recovery Framework, Strengthening Disaster Recovery for the Nation, September 2011](#). Accessed 10 September 2024
- [National Disaster Housing Strategy, January 2009](#). Accessed 10 September 2024
- [Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide \(CPG\) 101, Version 2.0, November 2010](#). Accessed 10 September 2024

State

- [State of Oregon Comprehensive Emergency Management Plan, as revised June 2018](#). Accessed on 10 September 2024
- [Oregon State Fire Marshal, Fire Service Mobilization Plan 2024](#). Accessed 10 September 2024
- [Emergency Declaration Guidelines for Local Elected and Appointed Officials, April 2024](#). Accessed 10 September 2024
- [Oregon Revised Statutes \(ORS\) 2023 Edition. Chapters 401 through 404](#). Accessed 10 September 2024
- [Oregon Resource Coordination Assistance Agreement \(ORCAA\), July 2022](#). Accessed 10 September 2024
- [Oregon Administrative Rules \(OAR\) 104: Oregon Military Department](#). Accessed 10 September 2024

County

Copies of the following documents can be obtained by contacting the Emergency Manager:

- Multi-Jurisdictional Natural Hazard Mitigation Plan
- Community Wildfire Protection Plan
- Copies of Memoranda of Agreement / Understanding
- Benton County Charter
- Benton County Code

Other

- City Emergency Operations Plans

Appendix D. References

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

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Acronyms and Glossary

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Appendix E. Acronyms and Glossary

Acronyms

AAR	After Action Report
BCARES	Benton County Amateur Radio Emergency Services
BCIMT	Benton County Operational Area Incident Management Team
CBRNE	chemical, biological, radiological, nuclear, and explosive
CERT	Community Emergency Response Teams
CIKR	Critical Infrastructure and Key Resources
COAD	Community Organizations Active in Disaster
COOP	Continuity of Operations Plan
County	Benton County
CRCC	Corvallis Regional Communications Center
CWPP	Community Wildfire Protection Plan
DSL	Oregon Department of State Lands
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GETS	Governments Emergency Telecommunications Service
GIS	geographic information systems
Guard	Oregon National Guard
HAN	Health Alert Network
HazMat	Hazardous Materials
HRSA	Health Resources and Services Administration
HSPD-5	Homeland Security Presidential Directive 5
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System

Appendix E. Acronyms and Glossary

IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
MAC Group	Multi-Agency Coordination
MOU	Memorandum of Understanding
NCP	National Contingency Plan
NIMS	National Incident Management System
OAR	Oregon Administrative Rules
ODF	Oregon Department of Forestry
ODOT	Oregon Department of Transportation
ODEM	Oregon Department of Emergency Management
OERS	Oregon Emergency Response Service
ORS	Oregon Revised Statutes
OSP	Oregon State Police
OTFC	Oregon Terrorism Information Threat Assessment Network Fusion Center
PIO	Public Information Officer
POD	point of dispensing
PSAP	public Safety Answering Point
RACES	Radio Amateur Civil Emergency Service
Red Cross	American Red Cross
SA	Support Annex
SAD	State Active Duty
SAR	Search and Rescue
SOP	Standard Operating Procedure
TITAN	Oregon Terrorism Information Threat Assessment Network
TSP	Telephone Service Priority
USDA	United States Department of Agriculture
VOST	Oregon Virtual Operations Support Team
WMD	Weapons of Mass Destruction
WPS	Wireless Service Priority

Appendix E. Acronyms and Glossary

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Appendix E. Acronyms and Glossary

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Appendix E. Acronyms and Glossary

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander or EOC Director, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Community Lifelines: Lifelines are the most fundamental services in the community that enable all other aspects of society to function. Lifelines are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. Currently, there are 8 Community Lifelines identified that have multiple components and subcomponents that are necessary in assessing the condition of each lifeline.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations Plan: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

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Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may need-to-know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases, a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

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Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, City, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function,

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Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander or EOC Director. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

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Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems,

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personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

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Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated

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decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and

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voluntary organizations play a major role in supporting emergency operations before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels

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across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

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Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

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Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

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Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by several support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that everyone involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

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Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Source: <https://www.fema.gov/oet-tools/chemical-incident-consequence-management/glossary>

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