



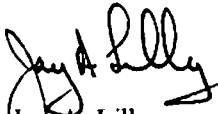
Jacquelyn Carpenter  
Acting Mayor  
City of Lafayette  
PO Box 55  
Lafayette, OR 97127

Dear Jacquelyn :

Enclosed is a signed copy of the Yamhill Communications Agency Agreement for your file.

Thank you for your participation in this process.

Sincerely,



Jay A. Lilly  
Fire Chief



*Yanhill  
Communications  
Agency  
Agreement*

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*Yamhill Communications Agency*

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**ARTICLE I.**

**Organization and Name**

There is hereby established an intergovernmental agency to be known as the Yamhill Communication Agency, hereinafter referred to as YCOM, which shall be governed by a Policy Board consisting of member agencies as enumerated in Article II.

This agency shall have responsibility and authority in the area of public safety communications and the functions incidental thereto for the purpose of communicating, dispatching, relaying or transferring calls made in the named member jurisdictions, and shall be responsible for the maintenance of any agency owned equipment and leased telephone lines directly connected to the 9-1-1 center. The Policy Board, Executive Board, and a Communication's Director shall exercise supervision and management of this agency.

**ARTICLE II.**

**Membership of the Agency**

The Yamhill Communications Agency (YCOM) shall consist of governmental bodies receiving 9-1-1 funds from the State of Oregon that enter into this intergovernmental agreement. The governing body of each shall select a representative and one or more alternates who shall serve in the absence of the primary representative.

The following governmental entities are eligible to join YCOM as voting members provided; (1) their respective jurisdictions receive 9-1-1 Public Safety Answering Point (PSAP) dispatch services from YCOM, and (2) the entity participates in a proportional share of the operating costs of YCOM, the respective amounts to be determined by YCOM's Policy Board. These entities include but are not limited to:

City of Amity	Yamhill County
City of Carlton	Amity Fire District
City of Dayton	Carlton Fire District
City of Lafayette	Dayton Fire District
City of McMinnville	McMinnville Fire District
City of Sheridan	Sheridan Fire District
City of Willamina	Willamina Fire District
City of Yamhill	Yamhill Fire District

**Voting Authority**

All voting members shall have full voting powers over budget, public policy, and administrative areas affecting the agency.

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**Board Responsibilities**

The Policy Board shall be responsible for:

1. Appointing and terminating the employment of the YCOM Director;
2. Supervision of the YCOM Director;
3. Reviewing and approving the annual budget and the determination of the projected costs to each participating governmental unit (see Article II and Article III);
4. Establishing the level of compensation for the communications employees consistent with the collective bargaining agreement;
5. Entering into contracts with any person, firm or corporation, or any agency of government, as necessary, to acquire goods or services for the operation of the communications agency subject to Article II and Article VIII;
6. Contracting with the appropriate local governments for use of space for its operation, and for staff and auxiliary services, including, but not limited to, records, payroll, accounting, purchasing, and data processing subject to Article II and Article VIII;
7. The Policy Board may delegate administrative functions to the Director as it deems appropriate;
8. The Policy Board shall meet periodically, and at least semiannually, and shall establish a regular meeting date. The Policy Board from time to time may also conduct special meetings upon the request of the chair or any representative of the board member entities, upon such notice as is provided under the requirements of Oregon Revised Statutes, Chapter 192.
  - a) Minutes of all meetings shall be recorded and maintained;
  - b) Meetings shall be governed by Robert's revised Rules of Order except as otherwise provided;
  - c) A quorum shall be defined as six members in attendance at a meeting.
9. The Policy Board may create an Executive Committee consisting of representatives from Yamhill County, City of McMinnville, and two other member agencies elected by the full Policy Board who shall act on behalf of the Board in carrying out adopted policies or acting on approved budgetary items. Creation of the Executive Committee shall occur at a regular semiannual meeting after written notice of the intent to create the committee has been given to the member agencies.

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**Associate Members**

Upon approval of the Policy Board, a Non-voting, associate membership may be extended to any political subdivision within the boundaries of Yamhill or Polk Counties. Non-voting members may participate in discussion of any non-financial item of business. Nonvoting members may not serve on the YCOM budget or executive committee.

**Article III.**

**Officers**

The Policy Board shall elect from its own membership a chairperson and vice-chairperson. The Chairperson shall preside over the meetings of the Policy Board and shall see that orders and Resolutions of the Policy Board are carried into effect. The Vice-Chairperson shall act as Chairperson in the absence of the Chair.

**Article IV.**

**Quality & Assurance**

The Policy Board shall appoint a Quality And Assurance Committee to examine complaints and concerns of the users within YCOM. This committee shall, upon receiving a complaint from a user organization, investigate the complaint. After completion of their investigation they shall report their findings and recommendations to the Policy Board.

**Article V.**

**Director**

1. There shall be a Director of the agency appointed by the Policy Board from a list containing a minimum of (3) three names and not more than (5) five names. The Director shall be selected upon basis of the qualifications as established by the Policy Board.
2. The Director shall be the administrative head of the communication agency and shall be responsible for the operation and management of the agency.
3. The Director shall act as executive staff person for the Executive Board and attend all meetings of the Executive Board and the Policy Board. The Director shall be responsible for preparation of the annual budget and present it to the Budget Committee. The Director shall have the authority to hire and fire all personnel subject to policies or contracts approved by the Policy Board.
4. The Director shall prepare, revise, and modify operational and administrative policies subject to the approval of the Policy Board prior to implementation.
5. The Director shall establish policies for expenditures of budget items for the agency and establish

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controls to ensure accountability of all funds received and expended.

**ARTICLE VI.**

**Personnel Administration**

The Director shall be responsible for the establishment of personnel administration and policies (within the scope allowed by the Collective Bargaining Agreement), recruitment and hiring practices, personnel files, employee performance appraisals, training, and career development procedures for the agency. All policies and practices shall be in accordance with state and federal laws, the Equal Employment Opportunity Act, the Fair Labor Standards Act, and any other conditions established by the Board so long as they are in compliance with the law.

**ARTICLE VII.**

**Budget**

The annual operating budget shall be developed by the Director, in accordance with Oregon Revised Statutes, Chapter 190. The budget shall be prepared in a timely manner such that member jurisdictions may have adequate notice to include sufficient amounts in their proposed operating budgets to cover YCOM costs.

Funding shall be obtained from each participating member, other than Associate Members, through periodic requests from the Director. The amount shall be billed out not later than the 31st day of the month preceding the requested payment.

**ARTICLE VIII.**

**Funding**

Funding shall be based upon a cost-sharing formula as determined by the Policy Board.

Please refer to Addendum A: The attached addendum can be amended by a 2/3 vote of the Policy Board.

YCOM shall make every effort to establish a 401 district before the budget year 2003 – 2004. In the event that it is not established, the funding formula addendum A shall be subject to automatic re-negotiation.

**ARTICLE IX.**

**Insurance**

YCOM shall purchase liability insurance in an amount equal to the limits set in the Oregon Tort Claims Act to protect its board members, employees, and member agencies.

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**ARTICLE X.**

**Review/Evaluation**

This agreement will be reviewed annually by the Policy Board to evaluate the efficiency of the present organizational structure. Adjustments or modifications may be made to the power or authorities of the Director and the Executive Board by a two-thirds vote of the Policy Board, provided that no powers are deleted from or added to the present agreement.

**ARTICLE XI.**

**Amendments**

This agreement may be amended only by a two-thirds vote of the parties' signatory hereto.

**ARTICLE XII.**

**Admission of New Party**

Additional public entities may be added to this agreement upon such terms and conditions as agreed upon by the Policy Board. The admission of additional parties shall be by written addendum to this agreement, signed by the Chair of the Policy Board and the new member.

**ARTICLE XIII.**

**Non-members Contracting for Dispatching Services**

The YCOM Policy Board may enter into contracts with non-member agencies (police, fire, or emergency medical services) as are in the best interests of the citizens of Yamhill County.

**ARTICLE XIV**

**Termination**

Any party may terminate membership without cause by giving written notice to all other parties not less than 6 months prior to the end of the fiscal year, such termination to become effective at midnight of the last calendar day of the fiscal year in which such notice is given.

**ARTICLE XV.**

**Automatic Extension**

This agreement shall be automatically extended from year to year on the same terms and conditions unless it is terminated by mutual agreement of the parties.

**ARTICLE XVI.**

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Effective Date of Agreement

This agreement shall amend the Intergovernmental Agreement Creating the Yamhill Communications Agency which became effective on January 1, 1988 and July 1, 1991. Upon approval, these amendments shall become effective July 1, 2000.

**ARTICLE XVII.**

Facilities

The City of McMinnville will provide facilities to house the dispatch center and staff offices until such time as the Agency has sufficient funds to construct its own building.

**ARTICLE XVIII.**

Validity of Agreement

If any part, paragraph, article, or provision of the agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining article, part, or provision of this agreement.

**ARTICLE XIX**

Dissolution of Agency

If the Yamhill Communications Agency should dissolve, the dissolution shall not impair the rights of any bondholder or other creditor of the Agency. Any such rights may be enforced against the City of McMinnville, Yamhill County and any other member of the Agency which receives distribution of all or part or the remaining assets of the dissolved Agency. Distribution of remaining assets of the dissolved Agency shall be made as follows:

1. Funds on hand shall be distributed to each participating member in a pro rata share of the member's contribution to the overall budget of the agency since the creation of the agency.
2. All property of the agency not otherwise specified in this Article shall go to the successor agency, if there is one.
3. Property owned by a participating member which was loaned to shall be returned to that member.
4. If there is no successor agency, all property owned by the agency at the formation of the original ORS Chapter 190 agreement, and all property that has since been obtained with proceeds of a County levy, shall return to the ownership of the County or otherwise become the property of the County.
  
5. If a YCOM facility is built on City of McMinnville property, Yamhill County will either (a) enter into a lease agreement with the City of McMinnville for occupying that land or (b) remove the building from city property.

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6. If there is any remaining property on dissolution not described above, that property will be liquidated and the proceeds shall be paid to the agencies who are members at the time of dissolution on a pro rata basis according the member's contribution to the overall budget of the agency since the creation of the agency.

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**ADDENDUM A**

**Funding**

Funding shall be based upon a cost-sharing formula as follows:

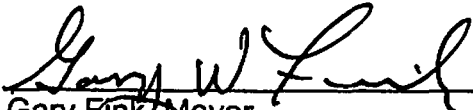
- 1) The amount of dues to be paid by each member agency shall be the amount needed to fund the operations and necessary capital purchases of YCOM after all other resources due to YCOM have been determined and deducted from the total amount of money required to operate and maintain the Agency. The amount needed shall be determined by the YCOM Budget Committee and Policy Board according to applicable Oregon Budget Law.
- 2) Dues shall be allocated to each member jurisdiction of the basis of assessed value. Yamhill County's assessed value shall be determined on the basis of territory outside the corporate limits of a city. For entities providing both police and fire services, 100% of assessed value shall be used for purposes of calculation. Where an entity provides only police services or only fire services or only fire and EMS services, 50% of the assessed value shall be used in the calculation. The assessed value shall be as determined by the Yamhill County Assessor. The most recent figures available from the Assessor shall be the basis of the calculation. The calculation shall be made in the following manner:
  - a) The assessed value for each district shall be factored according to the public safety services provided. For districts providing only police, fire or fire and EMS services, the assessed value shall be multiplied by .5. Where a district provides police, and fire or fire and EMS service, a factor of 1.0 shall be attached to that district.
  - b) The factored assessed values of all YCOM member districts shall be added together. The percent of the assessed value that each district represents shall be computed by dividing the factored assessed value of each district by the sum of the factored assessed values of all member districts.
  - c) The contribution of each entity shall be calculated by multiplying the total amount of dues required (as calculated in 1 above) times the percent of the total that the district represents (as calculated in 2b) to determine the annual contribution.
- 3) Fire District Calculation – The dues structure for County Fire Districts shall be phased in. For the Fiscal Year 2000-2001, no fire district shall pay more than the increase in assessed value from 1998 to 1999, minus 3% times the district's permanent tax rate. The balance of the dues attributable to fire districts shall be paid by Yamhill County.
- 4) For fiscal years after 2000-2001, district shall contribute the amount of the previous year's dues plus the increase in assessed value from the previous fiscal year to the current fiscal year minus 3%, times the district's permanent tax rate.


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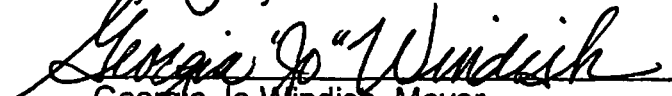
- 5) When the assessed value of the fire district has increased to the point that the amount produced by the calculations in subsections 3 and 4 above equal or exceed the amount of dues allocated on the calculation produced in subsection 2 above, the district shall pay the amount produced by the calculation specified in subsection 2.
- 6) The cities of Carlton and Lafayette provide fire services directly to their citizens. These cities shall be entitled to the to the same treatment with respect to dues as the fire districts (as specified in items 3 through 5 above) for the portion of their YCOM Dues related to the provision of fire service. The calculation for these two cities shall be made by the person designated as financial officer for YCOM.

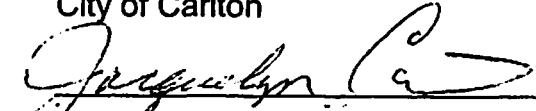
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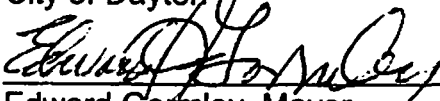
We the undersigned agree to the above agreement of the Yamhill Communications Agency.

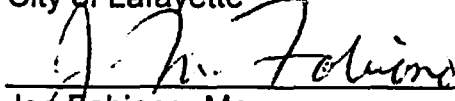
  
\_\_\_\_\_  
Gary Fink, Mayor  
City of Arny

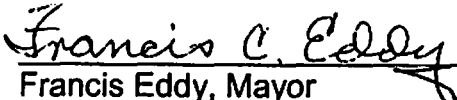
  
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Steve Sampson, Mayor  
City of Carlton

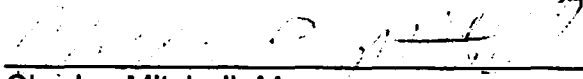
  
\_\_\_\_\_  
Georgia Jo Windish, Mayor  
City of Dayton

  
\_\_\_\_\_  
Jacquelyn Carpenter, Acting Mayor  
City of Lafayette

  
\_\_\_\_\_  
Edward Gormley, Mayor  
City of McMinnville

  
\_\_\_\_\_  
Joe Fabiano, Mayor  
City of Sheridan

  
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Francis Eddy, Mayor  
City of Willamina

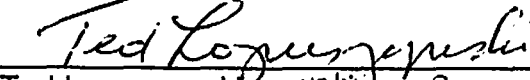
  
\_\_\_\_\_  
Charles Mitchell, Mayor  
City of Yamhill

  
\_\_\_\_\_  
Robert Johnstone <sup>9/3/00 B.O. # 00 - 649</sup>  
Yamhill County Commissioner

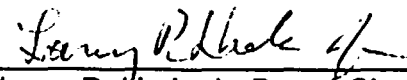
  
\_\_\_\_\_  
Mike Vario, Board Chair  
Amity Rural Fire Protection District

  
\_\_\_\_\_  
Tom Bunn <sup>9/3/00 B.O. # 00 - 649</sup>  
Yamhill County Commissioner

  
\_\_\_\_\_  
Gary Maxwell, Board Chair  
Dayton Rural Fire Protection District

  
\_\_\_\_\_  
Ted Lopuszynski <sup>9/3/00 B.O. # 00 - 649</sup>  
Yamhill County Commissioner

  
\_\_\_\_\_  
Bruce Williams, Board Chair  
Sheridan Rural Fire Protection District

  
\_\_\_\_\_  
Larry Pekkola Jr., Board Chair  
Carlton Rural Fire Protection District

  
\_\_\_\_\_  
Jim Phillips, Board Chair  
Yamhill Rural Fire Protection District

  
\_\_\_\_\_  
Ray Fields, Board Chair  
McMinnville Rural Fire Protection District

  
\_\_\_\_\_  
Rick Mishler, Board Chair  
Willamina Rural Fire Protection District