



# **CROOK COUNTY WORK SESSION AGENDA**

**Wednesday, April 30, 2025 at 9:00 am**

**Crook County Administration Conference Room I 203 NE Court St. I  
Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 962 4214 4333; Passcode: 970900

## **PUBLIC COMMENT**

*Please note that each speaker is limited to a maximum of five (5) minutes. This guideline helps ensure that everyone has an equal opportunity to speak.*

## **DISCUSSION**

**1. Approval to Accept ODHS Grant for Backup Generator Purchase at Crook County Library for \$164,000**

Requester: Sarah Beeler  
Library Director

**2. CAFFA Grant Status Update and Request for Commissioner Signature Authorization Outside of Meetings**

Requester: Jon Soliz  
Assessor

**3. Crook County Emergency Operations Plan (EOP) Review & Update**

Requester: AJ Crawford  
Emergency Manager

**4. USDA Aphis Wildlife Services Agreement for Landfill**

Requester: Jacquie Davis  
Landfill Manager

**5. Changes to Application Process for Museum Advisory Board**

Requester: Sean Briscoe  
Museum Director

**6. Initial Discussion of Order 2025-11 Ordering the fees to be collected by Crook County for fiscal year 2025-2026**

Requester: Christina Haron  
Finance Director

**7. Support Letter for Route D - PacifiCorp's Blueprint South Transmission Line**

Requester: Will Van Vactor  
Community Development Director

**8. Planning Commission Vacancy**

Requester: John Eisler  
Community Development Director

**9. Community Development Monthly Update**

Requester: John Eisler  
Presenters: John Eisler / Randy Davis

**MANAGER REPORT**

**COMMISSIONER UPDATES**

**10. Letter of Support - Mosaic Community Health - Conners Campus State Bond Request**

Requester: Commissioner Hermreck

**EXECUTIVE SESSION**

\*None Scheduled\*

**NOTICE AND DISCLAIMER**

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds work sessions to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the County Board of Commissioners for its next scheduled work session.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the County Board of Commissioners meeting is held. The material contained herein may be changed at any time, with or without notice.

CROOK COUNTY MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, ACCURACY, FITNESS FOR A PARTICULAR PURPOSE, OR FOR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION.

Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

### **Additional Items**

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

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Contact: Brian Barney ([brian.barney@crookcountyor.gov](mailto:brian.barney@crookcountyor.gov) (541) 447-6555) | Agenda published on 04/24/2025 at 9:49 AM

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**



**Grant Agreement Number 185327**

**STATE OF OREGON  
INTERGOVERNMENTAL GRANT AGREEMENT**

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the Agreement Administrator at the contact information found below. We accept all relay calls.

This Agreement is between the State of Oregon, acting by and through its Oregon Department of Human Services, hereinafter referred to as “ODHS,” and

**Crook County  
Acting by and through its Crook County Library  
175 NW Meadow Lakes Drive  
Prineville, Oregon 97754  
Attention: Sarah Beeler  
Telephone: (541) 447-7978 x 314  
E-mail address: sbeeler@crooklibraryor.gov**

hereinafter referred to as “**Recipient.**”

The program to be supported under this Agreement relates principally to the ODHS’

**Office of Resilience and Emergency Management  
6035 NE 78<sup>th</sup> Court, Suite 200  
Portland, Oregon 97218  
Agreement Administrator: Max Seiler or delegate  
Telephone: (503) 890-2388  
E-mail address: max.seiler@odhs.oregon.gov**

- 1. Effective Date and Duration.** This Agreement shall become effective on the later of: (I) the last date all required signatures in Section 6., below have been obtained, or (II) **May 1, 2025** provided it is (i) signed by all parties on or before such date, and (ii) when required, approved in writing by the Oregon Department of Justice on or before such date, and (iii) when required, approved in writing by the Oregon Department of Administrative Services. Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire on **November 30, 2026**. Agreement termination shall not extinguish or prejudice ODHS’ right to enforce this Agreement with respect to any default by Recipient that has not been cured.

**2. Agreement Documents.**

**a.** This Agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

- (1) Exhibit A, Part 1: Program Description
- (2) Exhibit A, Part 2: Disbursement and Financial Reporting
- (3) Exhibit B: Standard Terms and Conditions
- (4) Exhibit C: Subcontractor Insurance Requirements

There are no other Agreement documents unless specifically referenced and incorporated into this Agreement.

**b.** In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The documents comprising this Agreement shall be in the following descending order of precedence: this Agreement less all exhibits, Exhibits B, A, and C.

**3. Grant Disbursement Generally.** The maximum not-to-exceed amount payable to Recipient under this Agreement, which includes any allowable expenses, is **\$164,000.00**. ODHS will not disburse grant to Recipient in excess of the not-to-exceed amount and will not disburse grant until this Agreement has been signed by all parties. ODHS will disburse the grant to Recipient as described in Exhibit A.

**4. Subrecipient Determination.** In accordance with the State Controller’s Oregon Accounting Manual, policy 30.40.00.104, ODHS’ determination is that:

Recipient is a subrecipient                       Not applicable

Assistance Listings number(s) of federal funds to be paid through this Agreement: N/A

**5. Recipient Information and Certification.**

**a. Recipient Information.** Recipient shall provide the information set forth below.

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION**

**Recipient Name (exactly as filed with the IRS):** \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

**Recipient Proof of Insurance.** Recipient shall provide the following information upon submission of the signed Agreement. All insurance listed herein must be in effect prior to Agreement execution.

Workers' Compensation Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**b. Certification.** Without limiting the generality of the foregoing, by signature on this Agreement, the undersigned hereby certifies under penalty of perjury that:

- (1) Recipient acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) that is made by (or caused by) the Recipient and that pertains to this Agreement or to the project for which the grant activities are being performed. Recipient certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. The Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Recipient, in addition to any remedies that may be available to ODHS under this Agreement;
- (2) The information shown in Section 5.a. "Recipient Information", is Recipient's true, accurate and correct information;
- (3) To the best of the undersigned's knowledge, Recipient has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts;
- (4) Recipient and Recipient's employees and agents are not included on the list titled "Specially Designated Nationals" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury

and currently found at: <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>;

- (5) Recipient is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Non-procurement Programs" found at: <https://www.sam.gov/SAM>;
- (6) Recipient is not subject to backup withholding because:
  - (a) Recipient is exempt from backup withholding;
  - (b) Recipient has not been notified by the IRS that Recipient is subject to backup withholding as a result of a failure to report all interest or dividends; or
  - (c) The IRS has notified Recipient that Recipient is no longer subject to backup withholding.
- (7) Recipient's Federal Employer Identification Number (FEIN) or Social Security Number (SSN) provided to ODHS is true and accurate. If this information changes, Recipient is required to provide ODHS with the new FEIN or SSN within 10 days.

**RECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT RECIPIENT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**6. Signatures.** This Agreement and any subsequent amendments may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of the Agreement and any amendments so executed shall constitute an original.

**Crook County**  
**Acting by and through its Crook County Library**  
**By:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**State of Oregon, acting by and through its Oregon Department of Human Services**  
**By:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approved for Legal Sufficiency:**

Not required per OAR 137-045-0030(1)(b).

## EXHIBIT A

### Part 1 Program Description

#### 1. Purpose and Background.

House Bill 3409 (2023 Regular Session) appropriated funding and ORS 409.760 assigned responsibility for Oregon Department of Human Services (ODHS) to provide grants, support, and technical assistance to Resilience Hubs and Networks in Oregon. ODHS' responsibilities include implementing a grant program and disbursing funds related to planning and organizing resilience hubs and networks, supporting and expending the development and expansion of Resilience Hubs and Networks, and other resources and services needed to otherwise prepare for and respond to disasters.

Recipient has applied for and is selected to receive an award under the Resilience Hubs and Networks grant program. The purpose of this Grant Agreement is for Recipient to obtain funding for the installation and purchase of a generator for the Resilience Hub.

#### 2. Definitions.

- a. "Resilience Hubs" means a physical facility that is operated, managed or supported by one or more local residents, local governments, tribal governments, public schools, community-based organizations, faith-based organizations, nonprofit organizations or nongovernmental organizations and that:
  - i. Supports the needs of community members or tribal communities, facilitates gathering and communication, distributes resources and otherwise enhances quality of life within a community;
  - ii. Serves as a central point for gathering, information sharing, and coordination in response to a disruption in the community;
  - iii. Enhances the ability of a community to respond to and recover from a disruption in a community;
  - iv. Is positioned, operated and resourced on a day-to-day basis to provide community resources, including but not limited to food, water, information exchange, electronic charging stations, basic medical supplies and equipment proportionate to the size of the community's population and needs;
  - v. Supports community cache sites and other support for community members who shelter in place;
  - vi. Can provide child care, training, food distribution and other services that can help a community respond to unmet social needs to prepare for, respond to and recover from disasters;
  - vii. Can provide, or can be retrofitted to provide, heating, cooling, air filtration and weather protection; and

- viii. Accommodates individuals with accessibility needs.
- b. “Resilience Networks” means an association of facilities, organizations, resource providers or service providers outside of a physical Resilience Hub facility that collectively serve the purposes of a Resilience Hub.

### 3. Grant Activities.

Recipient will use grant funds to conduct the following Grant Activities:

- a. Install 100 kW stationary, diesel generator to support the Resilience Hub located at 175 NW Meadow Lakes Drive Prineville, Oregon 97754.
- b. Meet with OREM staff a minimum of once every six months. This meeting will include, but not be limited to:
  - (1) Review the progress of the above grant activities and associated funding;
  - (2) Identify any needs or gaps Recipient may be experiencing;
  - (3) Assess current capabilities and resources; and
  - (4) Plan future exercises and engagements with OREM and other community partners.

### 4. Reporting Requirements.

- a. Progress Report.

Recipient shall submit a quarterly Progress Report by **March 31, June 30, September 30, and December 31** of each year, to the ODHS Agreement Administrator by email at: [oremgrants@odhs.oregon.gov](mailto:oremgrants@odhs.oregon.gov). The Progress Report must include the following:

- (1) Verification of purchase (paid invoice).
- (2) Status of installation.
- (3) How the new Resilience Hub resource is being communicated to the community.

- a. Final Report.

Recipient shall submit a Final Report by **November 30, 2026**, to the ODHS Agreement Administrator by email at [oremgrants@odhs.oregon.gov](mailto:oremgrants@odhs.oregon.gov). The Final Report must include the following:

- (1) Provide a detailed report to fulfill the specific requirements listed in OAR 407-100-0070(3).

## EXHIBIT A

### Part 2 Disbursement and Financial Reporting

#### 1. Expenditure of Grant Funds or Equipment.

- a. Total disbursement of Grant Funds to Recipient shall not exceed the maximum not-to-exceed amount payable to Recipient as specified in **Section 3. “Grant Disbursement Generally.”** of this Agreement. Upon execution of this Grant Agreement, Recipient shall submit an invoice to ODHS for \$164,000.00 for the purchase of:
  - i. Purchase of 100 kW, stationary, diesel generator.
  - ii. Installation of generator.
- b. Upon ODHS receipt and approval of the invoice, ODHS will provide payment to Recipient.

#### 2. Invoices.

- a. Recipient shall submit one (1) invoice, which must include at a minimum:
  - i. This Agreement number;
  - ii. Recipient’s Name;
  - iii. Recipient’s Address;
  - iv. Recipient’s Invoice Number; and
  - v. Amount of grant award.
- b. Invoice must be submitted through the Form at this link:  
<https://app.smartsheet.com/b/form/879b9a3830844ef1ad429e4a3d4b905d>  
Recipient will email [OREMGrants@odhs.oregon.gov](mailto:OREMGrants@odhs.oregon.gov) with any questions. ODHS Agreement Administrator or a designated ODHS Representative will review the invoice for correctness and approval.

3. **Allowable Expenses.** Recipient must expend the grant funds exclusively on expenses necessarily incurred by Recipient in performing the Grant Activities described in Exhibit A, Part 1.

## EXHIBIT B

### Standard Terms and Conditions

1. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, “Claim”) between ODHS or any other agency or department of the State of Oregon, or both, and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of the jurisdiction of any court or of any form of defense to or immunity from any Claim, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum. This Section shall survive expiration or termination of this Agreement.
2. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Recipient and this Agreement. This Section shall survive expiration or termination of this Agreement.
3. **Independent Parties.** The parties agree and acknowledge that their relationship is that of independent parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.
4. **Grant Funds; Disbursements.**
  - a. Recipient is not entitled to compensation under this Agreement by any other agency or department of the State of Oregon. Recipient understands and agrees that ODHS’ participation in this Agreement is contingent on ODHS receiving appropriations, limitations, allotments or other expenditure authority sufficient to allow ODHS, in the exercise of its reasonable administrative discretion, to participate in this Agreement.
  - b. **Disbursement Method.** Disbursements under this Agreement will be made by Electronic Funds Transfer (EFT). Upon request, Recipient shall provide its taxpayer identification number (TIN) and other necessary banking information to receive EFT disbursement. Recipient shall maintain at its own expense a single financial institution or authorized disbursement agent capable of receiving and processing EFT using the Automated Clearing House (ACH) transfer method. The most current designation and EFT information will be used for all disbursements under this Agreement. Recipient shall provide this designation and information on a form provided by ODHS. In the event that EFT information changes or the Recipient elects to designate a different financial institution for the receipt of any disbursement made using EFT procedures, the Recipient shall provide the changed information or designation to ODHS on an ODHS-approved form. ODHS is not required to make any disbursement under this Agreement until receipt of the correct EFT designation and disbursement information from the Recipient.

5. **Recovery of Overpayments.** Any funds disbursed to Recipient under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement “Misexpended Funds” or that remain unexpended on the earlier of termination or expiration of this Agreement “Unexpended Funds” must be returned to ODHS. Recipient shall return all Misexpended Funds to ODHS promptly after ODHS’ written demand and no later than 15 days after ODHS’ written demand. Recipient shall return all Unexpended Funds to ODHS within 14 days after the earlier of termination or expiration of this Agreement. ODHS, in its sole discretion, may recover Misexpended or Unexpended Funds by withholding from payments due to Recipient such amounts, over such periods of time, as are necessary to recover the amount of the overpayment. Prior to withholding, if Recipient objects to the withholding or the amount proposed to be withheld, Recipient shall notify ODHS that it wishes to engage in dispute resolution in accordance with Section 14 of this Exhibit.
6. **Ownership of Work Product.** Reserved.
7. **Contribution.**
  - a. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (“Third Party Claim”) against a party (the “Notified Party”) with respect to which the other party (“Other Party”) may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party’s liability with respect to the Third Party Claim.
  - b. With respect to a Third Party Claim for which the State is jointly liable with the Recipient (or would be if joined in the Third Party Claim), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the Recipient on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
  - c. With respect to a Third Party Claim for which the Recipient is jointly liable with the State (or would be if joined in the Third Party Claim), the Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines

and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the Recipient on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Recipient on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

This Section shall survive expiration or termination of this Agreement.

**8. Indemnification by Subcontractors.** Recipient shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Recipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims. This Section shall survive expiration or termination of this Agreement.

**9. Default; Remedies; Termination.**

- a. Default by Recipient.** Recipient shall be in default under this Agreement if:
- (1) Recipient fails to perform, observe or discharge any of its covenants, agreements or obligations set forth herein;
  - (2) Any representation, warranty or statement made by Recipient herein or in any documents or reports relied upon by ODHS to measure compliance with this Agreement, the expenditure of disbursements or the desired outcomes by Recipient is untrue in any material respect when made;
  - (3) Recipient (1) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (2) admits in writing its inability, or is generally unable, to pay its debts as they become due, (3) makes a general assignment for the benefit of its creditors, (4) is adjudicated a bankrupt or insolvent, (5) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (6) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (7) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (8) takes any action for the purpose of effecting any of the foregoing; or

(4) A proceeding or case is commenced, without the application or consent of Recipient, in any court of competent jurisdiction, seeking (1) the liquidation, dissolution or winding-up, or the composition or readjustment of debts, of Recipient, (2) the appointment of a trustee, receiver, custodian, liquidator, or the like of Recipient or of all or any substantial part of its assets, or (3) similar relief in respect to Recipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Recipient is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

**b.** ODHS' Remedies for Recipient's Default. In the event Recipient is in default under Section 9.a., ODHS may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

- (1) termination of this Agreement under Section 9.c.(2);
- (2) withholding all or part of monies not yet disbursed by ODHS to Recipient;
- (3) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief; or
- (4) exercise of its right of recovery of overpayments under Section 5. of this Exhibit B.

These remedies are cumulative to the extent the remedies are not inconsistent, and ODHS may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever. If a court determines that Recipient was not in default under Section 9.a., then Recipient shall be entitled to the same remedies as if this Agreement was terminated pursuant to Section 9.c.(1).

**c.** Termination.

- (1) ODHS' Right to Terminate at its Discretion. At its sole discretion, ODHS may terminate this Agreement:
  - (a) For its convenience upon 30 days' prior written notice by ODHS to Recipient;
  - (b) Immediately upon written notice if ODHS fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to continue supporting the program; or
  - (c) Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that ODHS' support of the program under this Agreement is prohibited or ODHS is prohibited from paying for such support from the planned funding source.
  - (d) Immediately upon written notice to Recipient if there is a threat to the health, safety, or welfare of any person receiving funds or

benefitting from services under this Agreement “ODHS Client”, including any Medicaid Eligible Individual, under its care.

- (2) ODHS’ Right to Terminate for Cause. In addition to any other rights and remedies ODHS may have under this Agreement, ODHS may terminate this Agreement immediately upon written notice to Recipient, or at such later date as ODHS may establish in such notice if Recipient is in default under Section 9.a.
- (3) Mutual Termination. The Agreement may be terminated immediately upon mutual written consent of the parties or at such other time as the parties may agree in the written consent.
- (4) Return of Property. Upon termination of this Agreement for any reason whatsoever, Recipient shall immediately deliver to ODHS all of ODHS’ property that is in the possession or under the control of Recipient at that time. This Section 9.c.(4) survives the expiration or termination of this Agreement.
- (5) Effect of Termination. Upon receiving a notice of termination of this Agreement or upon issuing a notice of termination to ODHS, Recipient shall immediately cease all activities under this Agreement unless, in a notice issued by ODHS, ODHS expressly directs otherwise.

**10. Insurance.** All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require subcontractors to maintain insurance as set forth in Exhibit C, which is attached hereto.

**11. Records Maintenance, Access.** Recipient shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Recipient shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Recipient, whether in paper, electronic or other form, that are pertinent to this Agreement, in such a manner as to clearly document Recipient’s performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Recipient whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as “Records.” Recipient acknowledges and agrees that ODHS and the Oregon Secretary of State’s Office and the federal government and their duly authorized representatives shall have access to all Records to perform examinations and audits and make excerpts and transcripts. Recipient shall retain and keep accessible all Records for the longest of:

- a. Six years following final disbursement and termination of this Agreement;
- b. The period as may be required by applicable law, including the records retention schedules set forth in OAR Chapter 166; or
- c. Until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement.

**12. Information Privacy/Security/Access.** If this Agreement requires or allows Recipient or, when allowed, its subcontractor(s), to access or otherwise use any ODHS Information Asset or Network and Information System in which security or privacy requirements

apply, and ODHS grants Recipient, its subcontractor(s), or both access to such ODHS Information Assets or Network and Information Systems, Recipient shall comply and require its subcontractor(s) to which such access has been granted to comply with the terms and conditions applicable to such access or use, including OAR 407-014-0300 through OAR 407-014-0320, as such rules may be revised from time to time. For purposes of this Section, “Information Asset” and “Network and Information System” have the meaning set forth in OAR 407-014-0305, as such rule may be revised from time to time.

**13. Assignment of Agreement, Successors in Interest.**

- a.** Recipient shall not assign or transfer its interest in this Agreement without prior written consent of ODHS. Any such assignment or transfer, if approved, is subject to such conditions and provisions required by ODHS. No approval by ODHS of any assignment or transfer of interest shall be deemed to create any obligation of ODHS in addition to those set forth in this Agreement.
- b.** The provisions of this Agreement shall be binding upon and inure to the benefit of the parties, their respective successors, and permitted assigns.

**14. Resolution of Disputes.** The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation. This Section shall survive expiration or termination of this Agreement.

**15. Subcontracts.** Recipient shall not enter into any subcontracts for any part of the program supported by this Agreement without ODHS’ prior written consent. In addition to any other provisions ODHS may require, Recipient shall include in any permitted subcontract under this Agreement provisions to ensure that ODHS will receive the benefit of subcontractor activity(ies) as if the subcontractor were the Recipient with respect to Sections 1, 2, 3, 6, 7, 8, 10, 11, 12, 13, 15, 16, and 17 of this Exhibit B. ODHS’ consent to any subcontract shall not relieve Recipient of any of its duties or obligations under this Agreement.

**16. No Third Party Beneficiaries.** ODHS and Recipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons any greater than the rights and benefits enjoyed by the general public unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement. This Section shall survive expiration or termination of this Agreement.

**17. Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid. This Section shall survive expiration or termination of this Agreement.

**18. Notice.** Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, e-mail, or mailing the same, postage prepaid to Recipient or

ODHS at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may indicate pursuant to this Section. Any communication or notice so addressed and mailed by regular mail shall be deemed received and effective five days after the date of mailing. Any communication or notice delivered by e-mail shall be deemed received and effective five days after the date of e-mailing. Any communication or notice delivered by facsimile shall be deemed received and effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the Recipient, or on the next business day if transmission was outside normal business hours of the Recipient. Notwithstanding the foregoing, to be effective against the other party, any notice transmitted by facsimile must be confirmed by telephone notice to the other party. Any communication or notice given by personal delivery shall be deemed effective when actually delivered to the addressee.

**ODHS:** Office of Contracts & Procurement  
500 Summer Street NE, E-03  
Salem, OR 97301  
Telephone: 503-945-5818  
Fax: 503-378-4324

This Section shall survive expiration or termination of this Agreement.

19. **Headings.** The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.
20. **Amendments; Waiver; Consent.** ODHS may amend this Agreement to the extent provided herein, the solicitation document, if any from which this Agreement arose, and to the extent permitted by applicable statutes and administrative rules. No amendment, waiver, or other consent under this Agreement shall bind either party unless it is in writing and signed by both parties and when required, approved by the Oregon Department of Justice. Such amendment, waiver, or consent shall be effective only in the specific instance and for the specific purpose given. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision. This Section shall survive the expiration or termination of this Agreement.
21. **Merger Clause.** This Agreement constitutes the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein, regarding this Agreement.
22. **Limitation of Liabilities.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

## EXHIBIT C

### Subcontractor Insurance Requirements

Recipient shall require its first-tier Contractor(s) (Contractor) that are not units of local government as defined in ORS 190.003, if any, to:

- i) obtain the insurance specified under TYPES AND AMOUNTS and meet the requirements under ADDITIONAL INSURED, CONTINUOUS CLAIMS MADE COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before the Contractor(s) perform under contracts between Recipient and the Contractors (the "Subcontracts"), and
- ii) maintain the insurance in full force throughout the duration of the Subcontracts. The insurance must be provided by insurance companies or entities authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to ODHS.

Recipient shall not authorize Contractors to begin work under the Subcontracts until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the Subcontracts permitting it to enforce Contractor compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. Examples of "reasonable steps" include issuing stop work orders (or the equivalent) until the insurance is in full force, terminating the Subcontracts as permitted by the Subcontracts, or pursuing legal action to enforce the insurance requirements. In no event, shall Recipient permit a Contractor to work under a Subcontract when the Recipient is aware that the Contractor is not in compliance with the insurance requirements. As used in this section, a "first-tier" Contractor is a Contractor with which the Recipient directly enters into a contract. It does not include a subcontractor with which the Contractor enters into a contract.

If Contractor maintains broader coverage and/or higher limits than the minimums shown in this insurance requirement exhibit, ODHS requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor.

#### **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY:**

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide Workers' Compensation Insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Contractor shall require and ensure that each of its subcontractors complies with these requirements. If Contractor is a subject employer, as defined in ORS 656.023, Contractor shall also obtain Employers' Liability Insurance coverage with limits not less than \$500,000 each accident.

If Contractor is an employer subject to any other state's workers' compensation law, Contractor shall provide Workers' compensation Insurance coverage for its employees as required by applicable workers' compensation laws including Employers' Liability Insurance coverage with limits not less than \$500,000 and shall require and ensure that each of its out-of-state subcontractors complies with these requirements.

As applicable, Contractor shall obtain coverage to discharge all responsibilities and liabilities that arise out of or relate to the Jones Act with limits of no less than \$5,000,000 and/or the Longshoremen's and Harbor Workers' Compensation Act.

**COMMERCIAL GENERAL LIABILITY:**

Contractor shall provide Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverage that are satisfactory to the State of Oregon. This insurance must include personal and advertising injury liability, products and completed operations, contractual liability coverage for the indemnity provided under this Contract, and have no limitation of coverage to designated premises, project, or operation. Coverage must be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate limit.

**EXCESS/UMBRELLA INSURANCE:**

A combination of primary and Excess/Umbrella insurance may be used to meet the required limits of insurance. When used, all of the primary and Excess or Umbrella policies must provide all of the insurance coverages required herein, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Excess or Umbrella policies must be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying insurance. No insurance policies maintained by the Additional Insureds, whether primary or Excess, and which also apply to a loss covered hereunder, are to be called upon to contribute to a loss until the Contractor's primary and Excess liability policies are exhausted.

If Excess/Umbrella insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the Excess/Umbrella insurance.

**ADDITIONAL COVERAGE REQUIREMENTS:**

Contractor's insurance shall be primary and non-contributory with any other insurance. Contractor shall pay for all deductibles, self-insured retention (SIR), and self-insurance, if any.

**ADDITIONAL INSURED:**

All liability insurance, except for Workers' Compensation, Professional Liability, Directors and Officers Liability and Network Security and Privacy Liability (if applicable), required under the Subcontract must include an Additional Insured Endorsement specifying the State of Oregon, its officers, employees and agents as Additional Insureds, including additional insured status with respect to liability arising out of ongoing operations and completed operations, but only with respect to Contractor's services to be performed under the Subcontract. Coverage must be primary and non-contributory with any other insurance and self-insurance.

Regarding Additional Insured status under the General Liability policy, the State of Oregon requires Additional Insured status with respect to liability arising out of ongoing operations and completed operations. The Additional Insured Endorsement with respect to liability arising out of Contractor's ongoing operations must be on or at least as broad as ISO Form CG 20 10 and the Additional Insured endorsement with respect to completed operations must be on or at least as broad as ISO form CG 20 37.

**WAIVER OF SUBROGATION:**

Contractor shall waive rights of subrogation which Contractor or any insurer of Contractor may acquire against the ODHS or State of Oregon by virtue of the payment of any loss. Contractor must obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the ODHS or State of Oregon has received a waiver of subrogation endorsement from the Contractor or the Contractor’s insurer(s).

**CONTINUOUS CLAIMS MADE COVERAGE:**

If any of the required liability insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, then Contractor shall maintain Continuous Claims Made coverage, provided the effective date of the Continuous Claims Made coverage is on or before the effective date of the Contract, for a minimum of 24 months following the later of:

- (i) Contractor’s completion and ODHS/Recipient’s acceptance of all Services required under the Contract, or
- (ii) ODHS or Contractor’s termination of this Contract, or
- (iii) The expiration of all warranty periods provided under this Contract.

**CERTIFICATE(S) AND PROOF OF INSURANCE:**

Recipient shall obtain from the Contractor a Certificate(s) of Insurance for all required insurance before Contractor delivers any goods and performs any Services required under this Contract. The Certificate(s) must list the State of Oregon, its officers, employees, and agents as a certificate holder and as an endorsed Additional Insured. The Certificate(s) of Insurance must also include all required endorsements or copies of the applicable policy language effecting coverage required by this Contract. If Excess/Umbrella Insurance is used to meet the minimum insurance requirement, the Certificate of Insurance must include a list of all policies that fall under the Excess/Umbrella Insurance. As proof of insurance, ODHS/Recipient has the right to request copies of insurance policies and endorsements relating to the insurance requirements in this Contract.

**NOTICE OF CHANGE OR CANCELLATION:**

The Contractor or its insurer must provide at least 30 days’ written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

**INSURANCE REQUIREMENT REVIEW:**

Contractor agrees to periodic review of insurance requirements by ODHS/Recipient under this agreement and to provide updated requirements as mutually agreed upon by Contractor and ODHS/Recipient.

**STATE ACCEPTANCE:**

All insurance providers are subject to ODHS/Recipient acceptance. If requested by ODHS/Recipient, Contractor shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to ODHS/Recipient’s representatives responsible for verification of the insurance coverages required under this Exhibit.

# BLUE STAR

## Power Systems Inc.

# Sales Quote

Quote Date: 4/28/2025 9:27:47 AM  
 Quote Number: 0112133-3  
 Project Title: Crook County Diesel  
 Prepared for: Legacy Power Systems

Distributed by:



Unit Model	JD100-01	Standby / Prime	Emergency Stationary Standby
kWe Rating	100 kWe	UL 2200 Listed	Yes
Fuel	Diesel	CSA Approved	Yes
EPA	Tier 3	Paint Color	White

**Engine Model:** John Deere 4045HF285 100kW Standby Power Rating at 1800 RPM Governor - Electronic Isochronous

**Voltage:** 208/120V 3 Phase 60 Hz 0.8 PF

**Gen Model:** Stamford UCI274D 12 Lead Wired 208V 3 Phase Low Wye 125°C Rise Over 40°C Ambient

**Voltage Regulator:** Stamford AS440 Automatic Voltage Regulator

**Control Panel:** Blue Star DCP7310 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise)  
 Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns  
 Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch

**Control Panel Options:** Low Water Level Sensor with Shutdown  
 Break Glass E-Stop Station - Send Loose

**Remote Annunciator:** Deep Sea DSE2548 (2x) Remote Annunciator with Enclosure (Surface Mounted)

**Unit Color:** White

**Enclosure:** Level 1 (Weather Proof Enclosure) Powder Coated 14 Gauge Steel Rugged and Durable 200 MPH Wind Rated Enclosure  
 Pitched Roof for Increased Structural Integrity and Improved Watershed  
 Punched Intake with Baffle and Punched Exhaust Openings  
 Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges  
 Formed Steel Base with Mounting and Lifting Holes  
 Includes Vibration Mounts to Isolate Unit from Base Rail

**Sound Attenuation Foam:** Sound Attenuation Not Included

**Enclosure Options:** 20A GFCI Duplex Receptacle Unit Mounted (Wired to Utility)

**Cooling:** Unit Mounted Radiator (50°C Ambient)

**Oil Drain Extension:** Plumbed to Bulkhead Fitting in Base

**Mainline Breaker:** 400 Amp 3 Pole 240 Volt Breaker Mounted & Wired in a NEMA 1 Enclosure

**Jacket Water Heater:** Engine Block Heater 1500W 120VAC Rated for -20°F  
 Heater Installed with Isolation Valves and Wired to Terminal

**Air Cleaner:** Dry Single Stage

**Silencer:** Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

**Battery:** 12 Volt System with Rack and Cables

**Battery Charger:** DSE 12 Volt 10 Amp Mounted and Wired to Terminal

**Fuel Tank:** 24 Hour / 250 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area  
Double Wall Construction with Secondary Containment Standard  
Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbing

**Factory Test:** Standard Commercial Testing Includes:  
Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kWe and PF

**Owner's Manual:** Print Copy (Qty 1)

**Warranty:** 2 Year / 2000 Hour Limited

**Notes:** Quote to include 2-year complete generator service and load testing

**Additional Options  
(Not Included in Price):**

**Please Note: ASCO has implemented new cancellation fees that will apply**

**-50% of order total after material has been issued**

**-100% of order total if ATS is in production, or complete**

**ATS 1**

<b>Series</b>	<b>300</b>	<b>Volts</b>	<b>208/120V 3 PH</b>
<b>Service Entrance Rated</b>	<b>Yes</b>	<b>Poles</b>	<b>3</b>
<b>Amps</b>	<b>600</b>	<b>Enclosure</b>	<b>Nema 3R Secure</b>

**Warranty:** Two (2) Year Basic ATS Limited Warranty Standard

**Optional Accessories:** 44G Strip Heater with Thermostat, Wired to Load Terminals (208-600V)  
11BE Feature Bundle Includes Engine Exerciser/Event Log/RS-485 Enabled/Common AI

**ATS Notes:**

**Payment Terms:** Due Upon on Receipt

**Lead Time:** 40 + Weeks

<b>Unit Price (QTY 1)</b>	<b>\$41,156.80</b>
<b>ATS 1 Price (QTY 1)</b>	<b>\$14,601.00</b>
<b>Freight</b>	<b>\$6,500.00</b>
<b>Installation</b>	<b>Not Included</b>
<b>Startup</b>	<b>\$2,500.00</b>
<b>Tariff Surcharge</b>	<b>Not Included</b>
<b>Sales Tax</b>	<b>To Be Determined</b>

**Total Price** **\$64,757.80**

**Payment Terms:** Due Upon Receipt  
**Lead Time:** 36 Weeks (Contingent on component availability)

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## Terms & Conditions

- This quote is valid for a period of 30 days.
  - This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
  - Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
  - All extended piping, wiring, or other than listed above is performed by "others".
  - Seller is not quoting, offloading, job site startup, personnel instructions, field testing, or unit installation.
  - Quoted prices include normal testing, packaging, and instructional literature.
  - It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.
- 

## Distributor Terms & Conditions

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7550 SW Tech Center Drive  
Suite 220  
Tigard, OR 97223  
(971) 205-4242  
CCB 72942

April 22, 2025

Crook County

Attn: James Preuss  
Subject: Electrical Proposal

RFP/Project Reference: Crook County Library Generator and ATS Install Revised Proposal

James,

Please see our budget for the electrical work associated with the Crook County Library Generator and ATS Install. Please review carefully and let me know if you have any questions or concerns. We have tried to be as detailed as possible to try and eliminate any scope gap. Thank you for the opportunity to present you with our proposal for the electrical portion of this project.

Sincerely,

Shelby Kytola  
Project Manager  
Cochran, Inc.  
458-329-0569  
skytola@cochraninc.com

A handwritten signature in black ink, appearing to be "SK", written over a horizontal line. The signature is stylized and fluid.

# Pricing and Scope

## 100kW Diesel Generator Proposal

<b>Material</b>	<b>\$15,763.00</b>
<b>Labor</b>	<b>\$59,753.00</b>
<b>Generator and ATS</b>	<b>Excluded</b>
<b>Excavation Subcontractor</b>	<b>\$3,900.00</b>
<b>Generator Offloading Gradall Rental to Set Gen</b>	<b>\$834.00</b>
<b>Permit</b>	<b>\$1,225.00</b>
<b>Pricing Total</b>	<b>\$81,475.00</b>

## 100kW Diesel Generator Scope of Work

- Trench from building to new Generator location. (Peebles Contracting)
- Provide and install (1) 600A ATS and power terminations.
- Furnish and install (2) 25' Parallel runs of EMT Conduits with 600A rated aluminum feeders from Utility Service Disconnect to ATS.
- Furnish and install (2) 25' Parallel runs of EMT Conduits with 600A rated aluminum feeders EMT conduits and 600A feeders from ATS to 600A Main Distribution Panel.
- Furnish and install (2) 260' Parallel runs of EMT conduits with 400A rated aluminum feeders from ATS to 24"x 24" j-box on exterior of building.
- Furnish and install (2) 20' Parallel runs of PVC conduits with 400A rated aluminum feeders from 24"x 24" j-box on exterior of building to 100kW Diesel Generator.
- Provide 15'x 7' 8" concrete pad for Generator.
- Provide all power terminations at Generator.
- Provide and install (1) 260' of 1" EMT conduit with control wires from annunciator panel and control panel to j-box on exterior of building, then from j-box with (1) 20' run of PVC conduit and control wires to the Generator.
- Provide and install (1) 260' of 1" EMT conduit with 120V power for block heater and battery charger to from existing panel to j-box on exterior of building, then from j-box with (1) 20' run of PVC conduit and wire to Generator.
- Furnish and install (1) Grounding ring in concrete pad for Generator grounding.
- Provide and install remote annunciator
- Wire provided control panel at generator
- Weekend Shutdown for cutover of power
- Assuming only minor adjustments to be made to existing switchgear
- Assist in start-up and testing with Legacy Power technician.
- LOTO Plan and MOP.
- Design Drawings for Permit.

## Inclusions

- Pricing is based on the following project documents:
  - Job Walk
  - Email
- One-Year Warranty from substantial completion on workmanship, manufacturer’s warranty applies to Cochran supplied material.
- Work to be done during normal business hours. Shutdown to be done on a Sunday
- Permit and Inspection

## Exclusions

### Preconstruction Services

- CAD design services

### Construction

- Provide seismic anchoring for Generator.

### Trenching/Site

- Plating & shoring
- Patching of existing surfaces, concrete, asphalt, & curbing
- Saw cutting
- Dewatering
- Demolition

### Low Voltage Systems

- CCTV system
- Sound system
- Paging system
- Audio/Visual system
- Security system
- Fire alarm system (new complete system or extension of existing system)

### Electrical Distribution

- Additional gear distribution (distribution panel boards, transformers, disconnects, etc. outside of what is included above.

### Communication

- Cabling
- Cabling trim
- Equipment racks & cabinets
- Devices & device plates
- Telephone terminal boards
- Field termination
- Testing & commissioning
- Patching & connection to network

## General Conditions

- Existing conditions
- Any and all code upgrades to existing equipment
- Division 17 Work
- Roof penetrations & patching
- Removal or reinstallation of sheetrock for electrical rough-in
- Removal & replacement of ceiling tiles
- Painting & patching of existing surfaces
- Performance & payment bonds
- All utility fees & monthly charges
- Temporary power & lighting
- Items not listed in inclusions
- Dumpster & disposal fees
- Overtime & shift work
- Sales tax & B&O tax, if applicable

## Clarifications

- Cochran, Inc. reserves the right to negotiate specific items of the subcontract if awarded this project.
- Notwithstanding any provision herein to the contrary, in the event that, during the performance of this agreement, the price of raceway, fittings, wire and/or any other necessary commodities significantly increases, through no fault of Cochran, Inc., the price of any materials, components, or goods to be furnished under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding five percent (5%) experienced by Cochran Inc. from the date of the execution of this agreement. Such price increases shall be documented through commercial quotes, invoices, receipts or other such documentation. Where the delivery of materials, components, or goods required under this agreement is delayed, through no fault of Cochran, Inc., as a result of the shortage or unavailability of commodities, raw materials, components and/or products, Cochran Inc. shall not be liable for any additional costs or damages associated with such delay(s).
- Cochran Inc. shall not be held liable for errors or omissions in designs by others, nor inadequacies of materials and equipment specified or supplied by others.
- Cochran Inc. shall not incur cost impacts due to delays associated with the plan review process or electrical permit approval.
- Hard copies of purchase order or contract with all related contract documents shall be issued to Cochran Inc. prior to mobilization
- Anything (verbal or written) expressed or implied elsewhere, which is contrary to these conditions shall be null and void.
- Equipment and materials supplied by Cochran Inc. are warranted only to the extent that the manufacturer warrants the same.
- Idle time incurred by Cochran, Inc.'s employees due to absence of required escorts, clearances, inability to enter the workspace, or other factors beyond our control will be considered a change to the Contract.
- All information supplied by Cochran, Inc. is to be considered confidential and proprietary.

- The proposal is good for 30 days from the date of the proposal.



Reference (Job Name): 240260 - Crook County  
Library

Sourcewell Member # 43249

Sourcewell Contract # 092222-CAT

Quote #: 31338722 - REV 1

Date: April 22, 2025

Thank you for the opportunity to propose new Caterpillar power equipment from Peterson Power Systems. Selecting Caterpillar equipment assures you of durable, reliable, and high quality products. Choosing Peterson assures you detailed customer service throughout the purchase, start up, and ownership process.

I am pleased to quote as follows:

Item	Qty	Description	Unit Price	Ext. Price
1	1	<b>C4.4 GC / 100kW Outdoor packaged standby diesel generator set</b> 208/120 volts, three phase, 60hz, 1800 rpm, including: UL2200 IBC Seismic Certification EPA Certified for Stationary Emergency Use GCCP 1.2 Control Panel NFPA 110 Local Alarm Panel Circuit Breakers  1 x 400 amps 100% Rated Main Breaker, LSI with shunt trip and aux contacts  PMG Excitation Jacket Water Heater Anti-condensation alternator winding space heater, unit mounted Muffler and Flex DC Charging Alternator Starting Motor AC Battery Charger Starting Batteries w/ Rack Seismic Vibration Isolators 2 Year Standard Manufacturers Warranty Package Genset Test Operation and Maintenance Manuals <b>Freight: FOB Jobsite</b> <b>Fuel provided by others</b>	\$175,394.00	\$175,394.00

2	1	<b>Cat outdoor enclosure</b> – Sound Attenuated, Weather Protected Sound Level Rated at 76dBA @23' Color: White	-	Included
3	1	<b>Base Tank</b> – UL 142 type 203 gallons, 24 hours run time at 100% load, 5 gal spill containment w/ overflow protection Includes Extended Vents - Shipped loose, installed by others	-	Included
4	1	<b>Automatic Transfer Switch</b> 600 Amp, 3 pole, NEMA 1 Open Transition - Service Entrance Rated	-	Included
5	1	<b>Start Up, Testing, and Commissioning Services</b> Genset start-up, testing and commissioning services ATS startup combined with generator startup, separate dedicated trips are charged at an additional hourly charge. Performed during regular business hours Standard start up includes: fuel alarm setup, interconnect wiring verification 2 hour, 1.0 PF Load Bank Test w/50' cable standard length Fuel not included	-	Included
6	1	<b>Training</b> 2 hours on site session w/ owner's representatives during regular business hours	-	Included
7	1	<b>Turn Key Installation</b> Install 200 ft of conduit and wire for generator feed and control wires Install 600A service entrance rated transfer switch approx. 30 ft between the transfer switch and switchgear Make needed modifications to existing service gear - Work with gear vendor in progress Pour concrete pad and set needed bollard Site excavation as needed for conduits Crane service Remove fence as needed and approved by near by property owner and reinstall after job has been completed Permit as required	-	Included
<b>Total Sourcewell Discount Price</b>				<b>\$152,780.00</b>

Pricing based on Q1, 2026 Delivery. Add 1% escalation per month for later delivery estimate.

Quote Valid for 14 days - Quote subject to price increase after 14 days



Reference (Job Name): 240260 - Crook County Library

Sourcewell Member # 43249

Sourcewell Contract # 092222-CAT

Quote #: 31338722 - REV 1

Date: April 22, 2025

**Optional Adders & Deducts**

Item	Qty	Description	Unit Price	Ext Price
1	1	<b>Extended Service Coverage</b> , Platinum Level, 5 years, 2500 hours	Included	Free of Charge
2	1	<p><b>Customer Value Agreement (CVA)</b></p> <p>An Annual Service includes a full inspection of each unit and a full service, which includes; the replacement of engine oil, oil filters, and fuel filters.</p> <p>* Quoted for normal working hours (Mon-Fri 7am to 3:30pm)</p> <p>* Access to equipment is on ground level within 50 ft. of Service Truck.</p> <p>* Services are quoted for One Technician, 1mW and below.</p> <p>* Travel is included within 30 miles radius of Peterson Shop or dispatch location, including minimum fuel surcharge.</p> <p>* Annual Servies to include Peterson PM Checklist found on CAT Inspect App.</p> <p>*Includes pricing for Oil Sample in Annual Service pricing.</p> <p><b>Important Note: Additional charges will apply for generator sets and engines located more than 50 ft from Peterson service truck or located on floors above or below the service truck. Additional charges will apply to a location more than 30 miles from a Peterson Power facility.</b></p> <p><b>**Less Sales Tax**</b></p>		\$880.00

**Notes (N), Deviations (D), Exceptions (E):**

- (N) Quote based on site walk only - no formal plans or specs provided
- (N) Fuel not included
- (N) Coordinated breakers are not provided at time of quoting - Upcharges could apply if required
- (E) Take exception to Anchor and Pad calculations by others
- (E) Take exception to sound, harmonics, emissions, infrared, NETA and 3rd party testing

**Dimensions:** Estimated L x W x H of generator, enclosure and fuel tank assembly

Length	Width	Height
129"	44"	66"

**Weight:** Estimated pounds of assembled generator, enclosure and fuel tank

Approx. 4,800 lbs

**Generator Equipment Available:** Estimated weeks after submittal approval

25 - 30 weeks

**ATS Equipment Available:** Estimated weeks after submittal approval

15 - 20 weeks

**Submittal Availability:** Estimated 4 - 6 weeks

**Freight: FOB Jobsite.** Off loading, crane, rigging, and installation by others

**Credit:** Order subject to approval. Thirty five percent (35%) due at submittal approval, sixty percent (60%) due at delivery of equipment, and 5% at completion of startup & commissioning or at 180 days after delivery, (whichever comes first). Payment due net 30 days from date of invoice.

**Standard Exclusions (unless expressly provided for in writing in the quote):**

- All off engine piping, hangers, flanges, gasket, bolts, insulation, other materials and labor to install.
- Items noted are "shipped loose" for contractor installation including any required interconnecting piping or to customer connections.
- Permits: Any and all permit applications or costs including but not limited to local City, County, State and AQMD. Peterson Power will provide information as requested for use with permit application but assumes no responsibility or obligation to apply for or obtain subject permits. Peterson Power has provided equipment that to the best of our knowledge complies with all local, state and federal requirements.
- Testing: Any and all associated testing, inspection, equipment, and certifications requested or required to be performed by a third party including circuit breaker coordination, system commissioning or building load testing. Not limited to NETA testing, infrared scanning, harmonic content or other 3 party agency testing of switchgear, switchboards, protective relays, circuit breakers, arc flash studies and reactive load testing.
- Additional items that may be required by local utility for interconnection and parallel operation.
- Electrical, Mechanical, Civil, and Structural professional engineering and design services. Peterson is not responsible for systems design or engineering and does not guarantee system performance standards. Peterson will provide documentation and assistance to others responsible for engineering, design and performance.
- Engineering services other than supply of Peterson Power Systems standard drawings, equipment cut-sheets and controls per quoted scope of supply.
- Startup and Commissioning service charges other than as noted in the quoted scope of supply. Additional field or shop labor including travel costs to/from the jobsite will be quoted and charged separately at time of requested services.
- Balance of plant equipment, controls, and monitoring except as quoted.
- All fuel system piping and equipment not limited to: supply, return, venting, vent extensions, flame arrestors, coolers, valves, pumps, filters, storage tank and senders external to the generator set package. All fuel for testing and initial fill and on site fuel tank pressure testing.
- Intake and exhaust louvers, air dampers, sheet metal ducting, flex adapters, sound baffles, all off engine piping, connectors, labor, and coolant for remote cooling systems.
- All off engine wiring, field terminations of wiring, lugs and connectors.
- Mounting bolts and anchors.
- Environmental Protection Agency (EPA), local air quality district or Authority Having Jurisdiction (AHJ), including acoustical.
- All protective relay settings, breaker settings, PLC programming and all other device programming.
- Site specific labeling, exhaust back pressure, vibration analysis and airflow restriction.
- Any bonds, payment, or performance bond or other type of bond.
- Any application sales tax, permits, fees, or licenses.
- All items listed above are excluded and will only be supplied by Peterson Power Systems if agreed upon, in writing, by sales representative for Peterson.



Reference (Job Name): 240260 - Crook County Library

Sourcewell Member # 43249

Sourcewell Contract # 092222-CAT

Quote #: 31338722 - REV 1

Date: April 22, 2025

**Quote Term, Scope:**

The Quote is valid for 14 days. The price is firm provided drawings are approved and returned within 14 days after submission and ship date is not extended beyond published lead times. Any delays may result in escalation charges. Inclusion of dates or delivery times in this Quote or any purchase order connected with a Quote are for reference purposes only. Please collaborate closely with Peterson as you make commitments to your customers to assure we can meet your budget and delivery requirements. A Sales Order for Equipment is accepted on hold for release basis. The Sales Order will not be released and scheduled for production until written approval to proceed is received. The Quote is limited to plans and specifications section set forth in the Quote. No other sections shall apply. Additional requirements for administrative items may require additional costs. The Quote does not include off unit wiring, off unit plumbing, offloading, rigging, installation, exhaust insulation, or fuel, unless otherwise stated. This Quote / Proposal is subject to the Standard Commercial Terms and Conditions on the attached to this Quote/Proposal.

**SPECIAL NOTE ON COMMODITIES COSTS**

**Due to the increasing cost of commodities, (steel and copper) Peterson is making the following changes to our terms effectively immediately. Quote validity is 14 days.**

**Inclusion of dates or delivery times in this Quote or any purchase order connected with a Quote are for reference purposes only. Please collaborate closely with Peterson as you make commitments to your customers to assure we can meet your budget and delivery requirements.**

**Be assured that Peterson is working diligently to manage costs and lead times. Our entire staff is focused on managing our way thru these volatile times. Your sales rep or project manager is the best source for accurate up to the minute information.**

Thank you for considering Peterson Power Systems. Please contact me with any questions regarding this proposal. I am available to discuss design and planning concerns with you.

Sincerely,

Scott Posey  
PPSI Sales Rep  
(503) 718-8650

[Smposey@petersoncat.com](mailto:Smposey@petersoncat.com)

Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Purchase Order #

**Standard Commercial Terms and Conditions**

- 1 **Conditions.** These Terms and Conditions (collectively, "Terms") together with the Quote, Sales Order and/or Credit Application on the front side, are hereinafter referred to as this "Agreement" and shall constitute the entire agreement between the customer ("Customer") identified in this Agreement and Peterson Power Systems, Inc. ("Peterson") and supersede any previous agreement or understanding (oral or written) between the parties with respect to the equipment ("Equipment") identified in this Agreement.
- 2 **Quote Term, Scope:** The Quote is valid for 14 days. The price is firm provided drawings are approved and returned within 14 days after submission and ship date is not extended beyond published lead times. Any delays may result in escalation charges. A Sales Order for Equipment is accepted on hold for release basis. The Sales Order will not be released and scheduled for production until written approval to proceed is received. The Quote is limited to plans and specifications section set forth in the Quote. No other sections shall apply. Additional requirements for administrative items may require additional costs. The Quote does not include off unit wiring, off unit plumbing, offloading, rigging, installation, exhaust insulation, fuel, or permits unless otherwise stated.
- 3 **Order and Delivery of Equipment.** Any and all references to dates or delivery are for planning and scheduling purposes only. No guaranty is stated or implied, retention and or back charges are expressly excluded. All orders for equipment are subject to credit approval, which is subject to final acceptance by Company in its sole discretion. Peterson will exercise commercially reasonable efforts to meet any performance dates set forth in the Agreement, but Customer understands and agrees that any such dates are estimates only and failure by Peterson to deliver any equipment by such date shall not be deemed a breach of the sales agreement. Company will have no liability for any loss associated with the delay in the delivery of equipment, additionally, Peterson will not be deemed in breach of its obligations under this Agreement or otherwise liable to Customer or any third party for any costs, charges, losses sustained or incurred by Customer or applicable third party for any delay in the delivery or equipment arising out of, caused by or in any way related or connected with any circumstances beyond Peterson's control, including, but not limited to delays caused by acts or omissions to acts by Customer or its Agents (defined below), acts of God, acts of war or terrorism, fire or other casualty, storms or adverse weather, strikes, labor shortages or disturbances, shortages of materials, manufacturer delays, theft or vandalism, transport and handling accidents, or revisions to laws, regulations or governmental requirements. As used herein, the term "Agents" means principals, employees, contractors, subcontractors, consultants, agents, representatives and any persons within the direction or control of Customer or acting on behalf of or for the benefit of Customer.
- 4 **Customer's Obligations.** Customer shall comply with Applicable Law (defined below) in connection with its use, handling, maintenance, storage and operation of the machinery and equipment and shall cause its Agents to comply with all such Applicable Law. As used herein "Applicable Law" means all applicable federal, state and local laws pertaining to its covenants and obligations under the Agreement and its performance of the same, together with these Terms and all rules, regulations, standards, procedures and protocols pertaining or related to the equipment and each and all of them, subject to the Agreement, as stated or endorsed by Company or the manufacturer of such applicable equipment. Customer shall cooperate with Peterson in all matters relating to the sale and delivery by Peterson of the equipment. The representations and warranties of Customer under this Agreement, including, but not limited to, the foregoing, shall survive any expiration or termination of this Agreement.
- 5 **Cancellation; Charges.** If Customer cancels all or a portion of this Agreement after its release to Peterson, written cancellation notice is required.

Calendar Days	Cancellation Schedule	Cancellation Charge
From	To	Percent of Order
Order	15 ARO	5
16 ARO	30 ARO	10
31 ARO	60 ARO	20
61 ARO	91 before RTS	70
90 before RTS	On/after RTS	90

ARO – After receipt of order, RTS – Ready to ship

- 6 **Pricing:** Unless expressly provided for in writing on a quote, pricing for future orders is subject to change without notice. Unless otherwise stated pricing and risk of loss for purchased equipment is FOB Peterson's site. If purchased equipment is shipped FOB factory, pricing and risk of loss is the responsibility of the customer and any claims for shortages, damages, or delays must be made by Customer direct to the carrier.

- 7 **Taxes:** Customer will promptly pay to Peterson any taxes that Peterson is required to collect with respect to the purchase of the Equipment, any tariff(s) Peterson is required to pay for the Equipment, and any amounts payable by Customer under the Agreement, including, but not limited to, value added, personal property, sales, use, excise and similar taxes, import tariffs, duties and charges of any kind imposed by any federal, state or local governmental entity, and any changes to such taxes or tariffs that occur after the Agreement execution date (collectively, "Taxes"). For any Taxes on which Customer claims exemption, Customer must provide Peterson with properly completed exemption certificates and any documentation needed to validate the exemption. If Customer refuses or fails to provide an appropriate exemption certificate and supporting documentation, as determined by Peterson, Customer will remain liable for all such Taxes. Customer will indemnify, defend and hold harmless Peterson for any and all claim, loss or liability related to Taxes for the equipment. To the extent any taxing authority audits Peterson and assess any taxes related to this purchase, the Customer shall provide proper documentation to support that such taxes have been paid, and will be responsible for any unpaid assessments, interest, penalties, withholdings, defense cost and/or reimbursement to Peterson of defense cost.
- 8 **Freight:** Freight costs indicated in the Agreement/Quote are estimated and subject to change. Any delivery, shipping, installation or performance dates indicated in this Agreement/Quote are estimated and not guaranteed. Peterson shall use best efforts to meet estimated dates, but shall not be liable for any delay in delivery, shipping, installation or performance, however occasioned.
- 9 **Title, Risk of Loss:** Title and risk of loss for the Equipment shall pass to Customer with delivery made in accordance with the delivery terms set forth above.
- 10 **Inspection and Acceptance:** Customer shall inspect the Equipment upon delivery, before offloading, for damage, defects and shortage. Any and all claims which could have been discovered by such inspection shall be deemed absolutely and unconditionally waived unless noted by Customer on the bill of lading. Where Equipment is alleged to be non-conforming or defective, written notice of defect must be given to Peterson within five (5) days from date of delivery after which time Equipment shall be deemed accepted. Peterson shall have a commercially reasonable period of time in which to correct such non-conformity or defect. If non-conformity or defect is not eliminated to Customer's satisfaction. Customer may reject the Equipment (but shall protect the Equipment until returned to Peterson) or allow Peterson another opportunity to undertake corrective action. In the event startup of the Equipment is included in the services, acceptance shall be deemed to have occurred upon successful startup.
- 11 **Payment Terms, Credit, Retainage:** For Customers with an open credit account with Peterson, payment terms are 35% at submittal, 60% at delivery of Equipment, and 5% at completion of startup and commissioning of Equipment or 180 days after the Equipment is delivered (whichever comes first), unless otherwise stated in the proposal. Payment due Net 30 days from the date of invoice. For Customers who do not have an open credit account with Peterson, progress payments with full payment in advance may be required. Peterson may, in its sole discretion, at any time: (a) revoke credit; (b) modify terms and conditions of credit; (c) require payment in advance; and/or (d) withhold equipment until receipt of full payment then owing by Customer to Peterson, whether such outstanding obligation of Customer is for the equipment described on the reverse side or otherwise. If payment is not received when due, in an addition to any rights Peterson has under the law and charges that Peterson may levy against Customer under statute (including attorney fees and costs of collection), Peterson may charge customer eighteen percent (18%) interest annually, or the maximum amount allowed by law, on late payments. Payment shall be due in advance if Customer does not have approved credit. Retainage is not acceptable nor binding, unless accepted and confirmed in writing by Peterson prior to shipment.
- 12 **Invoice, Fees and Expenses:** Failure to notify Peterson in writing of any dispute regarding an invoice within thirty (30) days of receipt thereof will be deemed a waiver by Customer of Customer's right to dispute such invoice. Customer's obligation to pay amounts invoiced is and will be absolute and unconditional and shall not be subject to any delay, reduction, set-off, defense or counter-claim.
- 13 **Bonds:** Cost for any required bid bond, payment and performance bond, or any other type of bond will be reimbursed to Peterson by Customer.
- 14 **Permits, Fees, & Licenses:** Cost for any permits, fees, and licenses are the responsibility of the customer and if paid for by Peterson, will be reimbursed to Peterson by Customer.
- 15 **Temporary Storage of Equipment Purchase:** Whereas Customer has purchased the equipment listed in this agreement from Peterson, and Customer has requested that Peterson provide storage for the equipment until such time as Peterson has the equipment delivered to their site, Customer will pay Peterson a monthly storage fee, and Exhibit A will be applicable and incorporated in these Terms.

- 16 **Training, Startup Services, Installation:** Startup services, load bank testing, commissioning, and owner training are not provided, unless otherwise stated in the quote. Site startup services require customer's account be current and will be performed during regular Peterson business hours, Monday through Friday. Additional charges may be added for work requested to be done outside normal business hours, on weekends or holidays. One visit for startup is allowed unless specified otherwise in the quote. A minimum of two weeks prior notice is required to schedule site startup and subject to availability of startup technicians and prior commitments of equipment. A signed site check sheet confirming system readiness is required, including and not limited to; wire termination, fuel lines connected, fuel tank full, and exhaust system complete. Peterson personnel may perform an installation audit prior to startup being completed to assure system readiness for startup. Any issues identified by the installation audit may be corrected at the customer's expense prior to startup. Portable load banks for site test (if offered in the Quote) are equipped with only 50 feet of cable. Additional lengths may be arranged at an extra cost. Installation of equipment is performed by others and not included unless otherwise stated in the quote.
- 17 **Warranties:**
- (a) **Equipment.** For new equipment purchased by Customer from Peterson, Customer understands and acknowledges that (i) Peterson is not the manufacturer of the equipment or any parts thereof; (ii) Peterson does not and will not have any liability or responsibility to Customer or any third party with respect to any warranty for the Goods, except that Peterson will pass through to Customer the manufacturer's warranty to the extent permitted by the terms of such warranty; and (iii) any claims Customer or its Agents may have with respect to the manufacturer's warranty shall be made solely against the manufacturer. Notwithstanding anything contained to the contrary in this Agreement, including this Section 17(a), Peterson makes no representation or warranty as to the equipment, its condition, purpose or use, or as to any manufacturer's warranty for such Goods.
- (b) **Extended Protection or Coverage.** Customer acknowledges that Customer may have the option of purchasing an equipment protection plan or extended services coverage (each, an "Extended Protection Plan") and Customer agrees that if an Extended Protection Plan is available and purchased by Customer at the time of sale, the Extended Protection Plan will be subject to the terms, conditions and exclusions contained in such applicable Extended Protection Plan.
- (c) **Disclaimer of Warranties.** Except as may be expressly described in the Agreement and these terms, company makes no warranty of any nature, scope or kind whatsoever hereunder. Peterson disclaims any warranty, express or implied, including, but not limited to, any (i) warranty of merchantability; (ii) warranty of fitness for a particular purpose; (iii) warranty of title; or (iv) warranty against infringement of intellectual property rights of a third party, whether express or implied by law, course of dealing, course of performance, usage of trade or otherwise. Peterson is neither a manufacturer of the goods or any parts thereof nor an agent of a manufacturer of such goods. Although Peterson may administer warranties issued by a manufacturer, Customer acknowledges and agrees that: (1) any express warranties by such manufacturer are not the responsibility of Peterson; (2) such manufacturer's warranty may contain limitations; and (3) Customer may incur certain repair, transportation or other charges by Peterson which are not covered by such manufacturer's warranty. Any warranty by Peterson shall be null and void and have no legal effect if Customer has failed to pay for the equipment at issue. Except for any express warranties contained hereunder, no other representation or warranty of any kind or nature will be binding on or obligate Peterson.
- 18 **Limitation on Warranties:** Peterson expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability and warranty for fitness or a particular purpose, to the extent permitted by law. The warranties set forth herein are the sole warranties made by Peterson. Some states do not allow limitation on warranties, so these limitations may not apply to you. The limited warranty does not cover Equipment failures resulting from: (a) inappropriate use relative to application guidelines; (b) normal wear and tear; (c) improper and/or unauthorized installation; (d) negligence, accidents or misuse; (e) lack of maintenance or unauthorized repair; (f) noncompliance with any Peterson published guideline or policy; (g) use of improper or contaminated fuels, coolant or lubricants; (h) improper storage before and after commissioning; (i) owners delay in making Equipment available after notification of potential equipment problem; (j) replacement parts and accessories not authorized by Peterson; (k) owner or operator abuse or neglect such as: operation without adequate coolant or lubricants; over fueling; over speeding; lack of maintenance to lubricating, cooling or air intake systems; late servicing and maintenance; improper storage; starting, warm-up, run-in or shutdown practices, or (l) damage to parts, fixtures, housings, attachments and accessory items that are not part of the generating set.

19 **Limitation of Liability:**

(a) IN NO EVENT SHALL PETERSON, ANY PETERSON ENTITIES, AFFILIATES OR ITS PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, REPRESENTATIVES, AGENTS OR SUCCESSORS OR ASSIGNS (collectively, "Company Party") BE LIABLE TO CUSTOMER, ITS AGENTS OR ANY THIRD PARTY FOR ANY LOST PROFITS, LOST REVENUE, LOST BUSINESS, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES, HOWEVER ARISING WHETHER OR NOT THAT PARTY WAS AWARE OF THE POSSIBILITY OF THOSE DAMAGES AND DESPITE THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY STATED IN THIS AGREEMENT.

(b) EXCEPT FOR DAMAGES FOR PERSONAL INJURY, INCLUDING DEATH AND PROPERTY DAMAGE RESULTING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT IN CONNECTION WITH THE SALE OR DELIVERY BY PETERSON OF THE GOODS, OF ANY EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS OF PETERSON OR ANY COMPANY ENTITY OR THE PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, REPRESENTATIVES OR AGENTS OF COMPANY OR ANY COMPANY ENTITIES, IN NO EVENT WILL THE AGGREGATE LIABILITY OF PETERSON OR ANY PETERSON PARTY ARISING OUT OF THIS CSA EXCEED THE LESSER OF THE AMOUNT CUSTOMER HAS ACTUALLY PAID TO COMPANY UNDER THIS AGREEMENT FOR THE PREVIOUS TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE SUBJECT CLAIM OR TEN MILLION DOLLARS \$10,000,000.

(c) THE PARTIES AGREE THAT THIS SECTION 19 REPRESENTS A REASONABLE ALLOCATION OF RISK.

(d) THE PROVISIONS OF THIS SECTION 19 SHALL SURVIVE ANY TERMINATION OR EXPIRATION OF THIS AGREEMENT.

20 **Indemnification:** Neither Peterson nor any Peterson Party will be responsible for any loss or injury resulting from the condition of the Goods sold, including, but not limited to, any defects in the equipment or from the subsequent use of the equipment. Customer expressly agrees as a condition of the purchase and sale of the equipment that Customer will indemnify, defend and hold harmless Peterson and any applicable Peterson Party from and against any and all claims that may hereafter at any time be asserted by any subsequent owner or user of the items sold hereunder or asserted by any agent, contractor, employee, heirs, or successor or assigns of such owner or user or by any third party arising from the condition of the equipment, including but not limited to, any purported defect in the equipment or parts thereof, or by reason of the use of the equipment. Customer agrees to assume all responsibility in connection with the equipment upon delivery thereof to Customer or to a common carrier.

Customer shall indemnify and hold harmless Peterson and the Peterson Party from and against any and all losses, expenses, demands, and claims made against Peterson by Customer, its Agents, any subsequent owner or user of the equipment or any persons claiming under or through such persons because of injury or illness (including death), actual or alleged, whether caused by the sole negligence of Customer, its Agents, such subsequent owner or user or person claiming under or through such persons (the "Customer Parties"), the concurrent negligence of Peterson with Customer, or any Customer Parties arising from, resulting from, or in any way connected with the operation, maintenance, possession, use, transportation, or disposition of the equipment. Customer agrees to defend any suit action or cause of action brought against Peterson or the Peterson Party based on any such alleged injury, illness, or damage and to pay all damages, costs and expenses including reasonable attorney's fees in connection therewith or resulting therefrom.

21 **Force Majeure:** Peterson shall not be liable, nor be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement to the extent such failure or delay is caused by or results from acts or circumstances beyond Peterson's reasonable control including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest, national emergency, revolution, insurrection, pandemic/epidemic, Bankruptcy, lock-outs, strikes or other labor disputes (whether or not relating to either Party's workforce), restraints or delays affecting carriers, and inability or delay in obtaining supplies of adequate or suitable materials, telecommunication breakdown or power outage.

22 **Privacy Statement:** Customer consents to the collection, use, retention and disclosure of information by Peterson and/or a Peterson Party in accordance with Peterson's Privacy Statement, which is posted on Peterson's website (as such statement may be revised from time to time), and agrees that such information may be accessed by Peterson or a Peterson Party and their partners and manufacturers with a legitimate business reason to access it, as well as third parties who may process such information on their behalf.

23 **Entire Agreement:** This Agreement and the exhibits and attachments hereto, represent and constitute the entire agreement between the parties, may only be amended in writing signed by both parties, and supersede all prior agreements and understandings with respect to the matters covered by this Agreement.

24 **Binding Effect:** This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the Parties hereto.

- 25 **Severability:** If any provision of this Agreement is found unenforceable or invalid, the remainder of the Agreement will remain in full force and effect and it and any related provisions will be interpreted to best accomplish the unenforceable provision's essential purpose.
- 26 **Counterparts:** This Agreement may be executed in any number of counterparts, including facsimile, PDF and other electronic copy, each of which when taken together shall constitute one instrument. No counterpart shall be effective until each Party has executed at least one counterpart.
- 27 **Assignment:** Neither Party may assign, convey or transfer this Agreement, or any portion thereof, without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed, except that Peterson may assign this Agreement or any portion thereof without the prior consent of Purchaser to a person or entity controlling, controlled by or affiliated with Peterson or its parent company.
- 28 **No Waiver:** A waiver of any term, right or condition of this Agreement by a party must be in writing to be effective and will in no way be construed as a waiver of any later breach of that provision. No express waiver of any term, right or condition of this Agreement shall operate as a waiver of any other term, right or condition.
- 29 **Relationship of the Parties:** No employment, agency, joint venture, or similar arrangement is created or intended between Customer and Peterson.
- 30 **Construction:** Words used herein, regardless of the number or gender specifically used, shall be deemed and construed to include any other number, singular or plural, and any other gender, masculine, feminine, or neuter, as the context requires. The provisions of this Agreement and the documents and instruments referred to herein, have been examined by the parties and no implication shall be drawn nor made against any party hereto by virtue of drafting this Agreement. The term "including" used herein shall mean "including, but not limited to". The subject headings of the sections and subsections of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of the provisions herein. Each Party acknowledges that they have read this Agreement, have had an opportunity to review with an attorney of their respective choice, and have agreed to all of its terms, including these Terms. Each Party agrees that the rule of construction that a contract be construed against the drafter shall not be applied in interpreting this Agreement and that in the event of any ambiguity in any provisions of this Agreement, including any Exhibits or attachments or agreed upon Change Orders hereto and whether or not placed of record, such ambiguity shall not be construed for or against any Party hereto on the basis of such Party did or did not author the same.
- 31 **No Third Party Beneficiaries:** Unless otherwise expressly provided, no provisions of this Agreement are intended or will be construed to confer upon or give to any person or entity other than Customer and Peterson any rights, remedies or other benefits under or by reason of this Agreement.
- 32 **Attorneys' Fees, Enforcement Costs and Expenses:** If any claim or action is brought by either party hereunder against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover from the non-prevailing party, in addition to any other relief granted, reasonable attorneys' fees and the expense of litigation.
- 33 **Governing Law, Venue:**  
(a) This Agreement and any attachments or documents related thereto shall be governed, construed and enforced in accordance with (i) the laws of the State of California, excluding conflict of law rules, for all sales made or accepted by Peterson at its offices within such state, (ii) with the laws of the State of Oregon, excluding conflict of law rules, for all sales made or accepted by Peterson at its office within such state, and (iii) with the laws of the State of Washington, excluding conflict of law rules, for all sales made or accepted by Peterson at its office within such state. For agreements made or accepted by Peterson in the State of California, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Alameda County, California and the United States District Court for the Northern District of California, for the purposes of any action, proceeding, suit or claim arising out of this Agreement. For agreements made or accepted by Peterson in the State of Oregon, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Multnomah County, Oregon and the United States District Court for the District of Portland in Portland, Oregon. For agreements made or accepted by Company in the State of Washington, each party hereby irrevocably submits to the personal and exclusive jurisdiction of the state courts of Cowlitz County, Oregon and the United States District Court for the Western District of Washington in Seattle, Washington.  
  
(b) Each party irrevocably and unconditionally waives any objection to the laying of venue as described herein.
- 34 **Survival:** Notwithstanding anything contained herein to the contrary, Sections 7, 17(c), 19, 20, 21, 22, 30, 32, 33, and 34 will survive any termination or expiration of this Agreement.
- 35 **Revision** 2.27.2025

**Confidential**  
**CONTRACTOR TAX IDENTIFICATION INFORMATION**  
**For Accounting Purposes Only**

The State of Oregon requires contractors to provide their Federal Employer Identification Number (FEIN) or Social Security Number (SSN). This information is requested pursuant to ORS 305.385 and OAR 125-246-0330(2). Social Security numbers provided pursuant to this section will be used for the administration of state, federal and local tax laws. The State of Oregon may report this information to the Internal Revenue Service (IRS). Contractors must keep this information current at all times. Contractors are required to notify the State of Oregon contract administrator within 10 business days if this information changes. The State of Oregon reserves the right to ask contractors to update this information at any time during the document term.

**Document number:** \_\_\_\_\_

Legal name *(tax filing)*: \_\_\_\_\_

DBA name *(if applicable)*: \_\_\_\_\_

Billing address: \_\_\_\_\_

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

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

FEIN: \_\_\_\_\_

**- OR -**

SSN: \_\_\_\_\_

# DOCUMENT RETURN STATEMENT

Please complete the following statement and return with the completed signature page and the Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable.

If you have any questions or find errors in the above referenced Document, please contact the contract specialist.

**Document number:** \_\_\_\_\_, hereinafter referred to as "Document."

I, \_\_\_\_\_  
Name Title

received a copy of the above referenced Document, between the State of Oregon, acting by and through the Department of Human Services, the Oregon Health Authority, and

\_\_\_\_\_ by email.

**Contractor's name**

On \_\_\_\_\_,  
Date

I signed the electronically transmitted Document without change. I am returning the completed signature page, Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable, with this Document Return Statement.

\_\_\_\_\_  
Authorizing signature

\_\_\_\_\_  
Date

Please attach this completed form with your signed document(s) and return to the contract specialist via email.

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**

## AGENDA ITEM REQUEST



**Date:**

4/14/2025

**Meeting date desired:**

4/30/25

**Subject:**

Crook County Emergency Operations Plan (EOP) Review & Update

**Background and policy implications:**

The last update and promulgation for the County EOP was in 2019. The plan and the resource guide have been updated. We would like to present an overview of the updates and request updated signatures from the Board of Commissioners.

**Budget/fiscal impacts:**

**Requested by:**

AJ Crawford, Emergency Manager [aj.crawford@crookcountysheriff.org](mailto:aj.crawford@crookcountysheriff.org)  
458-287-1466

**Presenters:**

AJ Crawford, Emergency Manager

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**

# *Crook County*

## *Emergency Operations Plan*

### **2025**



**January 1, 2010**  
(Original Date of Promulgation)

**Crook County Emergency Management**  
**308 NE 2<sup>nd</sup> Street**  
**Prineville, OR 97754**

2012 Version Prepared By:  
**CDA Consulting Group Inc.**  
**16005 SW Flicker Ct**  
**Beaverton, OR 9700**

2025 Update Prepared By:  
**Anthony Crawford, Emergency Manager**  
**Crook County Sheriff's Office**  
**Special Services Division**





This document was prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security.

# Preface

The Crook County Emergency Management Program is governed by a wide range of laws, regulations, plans, and policies. The program is coordinated by the Oregon Office of Emergency Management and receives its authority from Oregon Revised Statutes, which are the basis for Oregon Administrative Rules. The National Response Framework and the State of Oregon Emergency Management Plan provide planning and policy guidance to counties and local entities. Collectively, these documents support the foundation for this Crook County Emergency Operations Plan (EOP).

This EOP is an all-hazard, all-scale plan that describes how the County will organize and respond to events. It is based on and is compatible with the laws, regulations, plans, and policies listed above. This Plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, tribal, and private-sector partners. Use of the National Incident Management System Incident Command System is a key element in the overall county response structure and operations.

Emergency response personnel and essential support staff in Crook County must be familiar with this plan and the supporting procedures and documents. The City of Prineville is the only incorporated city within the County. The City has its own Emergency Operations Plan, and both the County and City plans are intended to be complimentary to one another.

Crook County's emergency management mission is:

- ❖ To coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

"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 County encounters. Individual responders and response teams have been trained and are capable of preparing and responding to these less complex emergencies in a way that is consistent with the National Incident Management System (NIMS). These emergency situations are handled effectively without the use of the County's Emergency Operations Plan.

This Plan provides general guidance and a common framework for preparing for, responding to, and recovering from complex emergencies and disasters within the County that are beyond routine day-to-day response. This Plan supports and follows the principles of the NIMS and brings together a coordinated approach to effectively manage incidents within or affecting the County based on a balance of flexibility and standardization and the use of a common language, fundamental principles and incident management system necessary.

The adoption and use of this Plan and annexes does not guarantee or imply that a perfect response can be provided to any incident. Disasters and emergency incidents that warrant the use of this Plan can be of a type or scale that can overwhelm local, regional, and State capabilities. In using this Plan, the County can only attempt to make every reasonable effort to respond based on the situation, information, and resources available at the time of disaster.

A major emergency is likely to damage the County’s critical infrastructure, reduce the workforce available to continue essential government services and challenge the users of this Plan at every step, from response through the recovery efforts.

# Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Crook County Emergency Operations Plan. This Plan supersedes any previous versions of the Emergency Operations Plan. It provides a framework within which Crook County can plan and perform its respective emergency functions during a disaster or national emergency.

This Plan has been approved by the Crook County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the County Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

\_\_\_\_\_  
Brian Barney, County Commissioner  
Chairperson

\_\_\_\_\_  
Susie Hermreck, County Commissioner

\_\_\_\_\_  
Seth Crawford, County Commissioner

\_\_\_\_\_  
Date

# Plan Administration

## Maintenance and Document Control

The County Emergency Operations Plan, including appendices and annexes, will be reviewed and approved whenever changes occur but not less than every five years. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made without formal approval by the County Board of Commissioners (BOC).

**Record of Plan Changes**

Date	Change Number	Summary of Changes
2006	Original Release	
12-15-2012	Plan Update	Complete Update
7-1-2017	Plan Update	Minor changes Update
12/1/2018	Plan Update	Complete update (ESF p=6, EOC p50-53)
1/16/2019	Plan Promulgated	Complete update (ESF p=6, EOC p50-53)
11/30/2019	Plan Update Promulgated	Update EOC p50-53
3/?/2025	Plan Update Promulgated	Complete Update (Board of Commissioners added, ESF pg. 6 updated, updates to Annexes D & E)

**Plan Distribution List**

Copies of this plan will be provided to the following jurisdictions, agencies, and persons. Updates will be provided electronically. The recipient will have the responsibility for updating the Emergency Operations Plan when changes are received. When the EOP is issued to a certain agency, the plan needs to be kept in an easily accessible location, out of public view. Copies of the Emergency Operations Plan will be maintained in the Crook County Emergency Manager’s office.

**Record of Plan Distribution**

Date	Document Number	Jurisdiction/Agency/Person
		American Red Cross
		Assessment and Tax Collection
		Crook County Board of Commissioners
		Crook County Emergency Management
		Crook County Fire and Rescue
		Crook County Health Department
		Crook County Sheriff’s Office
		Crook County Road Department
		Prineville City Manager’s Office
		Prineville Police Department
		Prineville Public Works Department
		Oregon/Salem Hazmat
		Oregon Department of Transportation
		Deschutes County Emergency Management
		Jefferson County Emergency Management
		Oregon Office of Emergency Management
		Crook County 911
		Crook County Legal Department

## Assignments for Plan and Annex Review and Revision

The table below summarizes delegated review responsibilities for specific portions of the Crook County Comprehensive Emergency Management Plan for revisions, additions, and/or changes. Changes will be forwarded to the Emergency Management Coordinator for implementation and dissemination of the revised plan. Input will also be encouraged from other departments and agencies with a vital interest in the Plan. In 2015 the Oregon Office of Emergency Management (OEM) modified the 15 ESF functions to 18. This update adopts those additions and ESF Name Changes.

### Department/Agency Responsibilities

Section/Annex	Managing Department/Agency
Part I. Strategic Plan	Crook County Emergency Management
Part II. Emergency Operations and Response Plan	Crook County Emergency Management
Part III. Recovery Strategy	Crook County Emergency Management
ESF 1 Transportation	Crook County Road Department Oregon Dept. of Transportation (ODOT) Prineville Public Works Department
ESF 2 Communications	Prineville 9-1-1 Center Crook County Sheriff AuxCom Team
ESF 3 Public Works	Crook County Road Department ODOT Prineville Public Works Department
ESF 4 Firefighting	Crook County Fire and Rescue
ESF 5 Information & Planning	Crook County Emergency Management
ESF 6 Mass Care	Crook County Health Department American Red Cross
ESF 7 Resource Support	Crook County Emergency Management
ESF 8 Health and Medical Services	Crook County Health Department
ESF 9 Search and Rescue	Crook County Sheriff's Office
ESF 10 Hazardous Materials	CCF&R/Salem Fire HAZMAT
ESF 11 Agriculture, Animals, and Natural Resources	Crook County Extension Office
ESF 12 Energy	Crook County Emergency Management
ESF 13 Law Enforcement	Crook County Sheriff's Office Prineville Police Department Oregon State Police

### Department/Agency Responsibilities

Section/Annex	Managing Department/Agency
ESF 14 Business and Industry	Crook County Board of Commissioners Apple Facebook Crook County Chamber of Commerce
ESF 15 Public Information	Crook County Emergency Management Crook County PIO City of Prineville
ESF 16 Volunteers and Donations	Crook County Emergency Management Crook County Human Resources City of Prineville
ESF 17 Cyber and Critical Infrastructure Security	Crook County Sheriff's Office Crook County Emergency Management City/County IT
ESF 18 Military Support	Crook County Sheriff's Office Prineville Police Department
IA1 Severe Weather	Crook Co. Emergency Management
IA2 Flood (Including Dam Failure)	Crook Co. Emergency Management
IA3 Drought	Crook Co. Emergency Management
IA4 Wildfire	Crook Co. Emergency Management Crook County Fire and Rescue
IA5 Hazardous Material (Accidental Release)	Crook Co. Emergency Management Crook County Fire and Rescue
IA6 Earthquake	Crook Co. Emergency Management
IA7 Volcano	Crook Co. Emergency Management
IA8 Terrorism (Including WMD and CBRNE)	Crook Co. Emergency Management
IA9 Public Health Related	Crook Co. Emergency Management Crook Co. Health Department
IA10 Animal/Agriculture Related	Crook Co. Emergency Management
IA11 Transportation Accident	Crook Co. Emergency Management
IA12 Utility Failure	Crook Co. Emergency Management
Support Annexes	Crook Co. Emergency Management

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# 1. Introduction

## 1.1 Purpose

The Crook County Emergency Operations Plan (EOP) seeks to provide a framework for coordinated response and recovery activities during an emergency situation. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical day-to-day emergency situations.

The EOP provides a concept of operations for coordinated emergency response and identifies the roles and responsibilities of the County departments and personnel when an incident occurs. This Plan may be implemented whenever an emergency affecting or impacting the County reaches proportions that it cannot be handled by routine measures. The plan provides specific information on direction and control with guidance for all first responders and governmental agencies on strategic and tactical procedures in support of all phases of an emergency. This EOP complements the State of Oregon (State) EOP and the National Response Framework (NRF). The EOP supports the implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS). It also identifies all Emergency Support Functions (ESF) and critical tasks needed to support a wide range of response activities.

The objectives of this plan are to:

- Provide strategic and tactical procedures to support the primary responsibilities of Crook County during all phases of an emergency;
- Integrate multi-agency and regional coordination into emergency operations through implementation of the Incident Command System/National Incident Management System (ICS/NIMS);
- Establish clear lines of authority and succession during any type of emergency;
- Define roles and responsibilities for the County spanning various departments, agencies, divisions, and management levels in support of critical functions;
- Outline clear guidelines and procedures for ensuring consistent and timely release of emergency public information; and
- Provide procedures and criteria for requesting and allocating essential resources to support overall emergency operations.

## 1.2 Scope and Applicability

This Plan incorporates procedures supporting all facilities, operations, and personnel that will be relied upon during any type of emergency. The County EOP is intended to be invoked whenever the County must respond to an incident or disaster, the size or complexity of which is beyond what may be handled through routine operations. This Plan is intended to guide only the County's emergency operations during an incident, and is intended to complement and support the implementation of the emergency response plans of other impacted governments, agencies, and public- and private-sector entities. This Plan does not supplant or take precedence over any other plan and is intended to support the National Incident Management System (NIMS)

The primary users of this plan are elected officials, department heads, and other staff members and volunteers that may assist in the implementation functions of the EOC, support emergency operations, or participate in emergency response efforts.

## 1.3 Plan Activation

The Crook County EOP may be implemented in whole or in part to respond to any type of incident, disaster, or emergency that warrants its use. An Emergency Declaration is not required to implement the EOP or to activate the Emergency Operations Center (EOC). The Crook County Emergency Management Director or other County designee may implement this EOP at any time deemed to be appropriate. Examples of its activation include but are not limited to disasters that overwhelm the routine capabilities of local response efforts or a request made by an on-scene incident commander or other authorized official.

## 1.4 Plan Organization

The County EOP is organized into four primary components that include:

- The Basic Plan
- Emergency Support Function Annexes
- Support Annexes
- Incident Annexes

### *The Basic Plan*

The Basic Plan describes the roles and responsibilities, concept of operations, and command and control, while also clearly defining escalation pathways and legal authorities involved with critical decision making and allocation of resources by local and county governments.

It describes the emergency declaration process and the activation of mutual aid agreements, requests for resources, and emergency spending powers. It includes a concept of operations that provides a framework upon which the County will conduct its emergency operations and coordinate with other

agencies. The Basic Plan also describes the activation of the EOC and the implementation of the Incident Command System (ICS).

*The Emergency Support Functions*

Eighteen ESF Annexes supplement the information in the Basic plan and are consistent with support functions identified in state and federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. Escalation pathways and resource request procedures are defined for each ESF when it becomes necessary to seek additional resources through state or federal agencies, if and when capabilities or resources become limited or unavailable to the County during an emergency or disaster. The following ESFs supplement the information within the Basic plan:

<b>Table 1-1 Emergency Support Functions</b>	
<b>Annex</b>	<b>Function</b>
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Firefighting
ESF 5	Information and Planning
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health and Medical
ESF 9	Search and Rescue
ESF 10	Hazardous Materials
ESF 11	Agriculture, Animals, and Natural Resources
ESF 12	Energy
ESF 13	Law Enforcement
ESF 14	Business and Industry
ESF 15	Public Information
ESF 16	Volunteers and Donations
ESF 17	Cyber and Critical Infrastructure Security
ESF 18	Military Support

*The Support Annexes*

Support Annexes describe how County departments and agencies, the private sector, volunteer organizations, and non-governmental organizations (NGOs) coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the

Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident.

The Support Annexes also include functions that do not fit within the scope of the ESF Annexes listed above. The following Support Annexes supplement the information in the Basic Plan:

<b>Annex</b>	<b>Function</b>
SA A	Access and Functional Needs Populations
SA B	Damage Assessment
SA C	Debris Management
SA D	Evacuation and Population Protection
SA E	Legal Services
SA F	Volunteer and Donations Management

### *The Incident Annexes*

The Crook County EOP is intended to provide guidance and procedural information necessary to respond to any type of incident impacting a significant portion of the County. Incident Annexes (IA) are included as part of the Basic Plan to provide tactical information and critical tasks unique to specific natural and manmade/ technological hazards that pose a threat to the County. This is an all-hazards plan that is intended to be used for all incident types, including the hazards identified in the most recent hazard assessment, as detailed in the *Crook County Natural Hazard Mitigation Plan*, and the most recent Hazard Identification and Vulnerability Assessment (HIVA).

## **1.5 Relationship to Other Plans**

### **1.5.1 Federal Plans**

#### National Incident Management System –

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security (DHS) to develop, submit for review by the Homeland Security Council, and administer NIMS. NIMS, including ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning jurisdictions.

#### National Response Framework –

The NRF is a guide that provides information on the Federal government’s processes for conducting all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the United States. It describes specific authorities and best management practices for incidents that range from the serious, but purely local, to large-scale terrorist

attacks or catastrophic natural disasters. The NRF organizes the types of Federal response assistance a state is most likely to need into 18 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

National Disaster Recovery Framework –

The National Disaster Recovery Framework (NDRF) provides guidance that enables effective recovery support to disaster-impacted states, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

## 1.5.2 State of Oregon Emergency Management Plan

The Oregon EMP has been developed, revised, and published by the Director of OEM (Oregon Emergency Management) under the provisions of Oregon Revised Statutes (ORS) 401, which calls for the coordinating the activities of all public and private organizations providing emergency services within the state and to provide for and staff a State Emergency Coordination Center (ECC) to aid the governor. ORS 401 makes the governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the governor and coordinates the state’s response to an emergency or disaster.

The Oregon EMP includes three volumes:

- Volume I: *Preparedness and Mitigation*, includes the plans and guidance the State requires in preparing to resist the effects of a disaster. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) the physical effects of a disaster on citizens, the environment, and property.
- Volume II: *Emergency Operations Plan*, referred to as the Basic Plan, describes in broad terms the organization the state uses to respond to emergencies and disasters. It delineates the emergency management organization; contains ESFs and Support Annexes that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific Incident Annexes.
- Volume III: *Relief and Recovery*, provides state guidance, processes, and rules for assisting Oregonians with recovery from a disaster’s effects. It includes procedures to be used by government, businesses, and citizens.

Activation and implementation of the Oregon EMP or specific elements of the plan may occur under various situations. The following criteria would result in activation of the State EMP, including the EOP:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency indicating an impending or probable incident or emergency.
- A governor issues a “State of Emergency.”
- A Statewide disaster is imminent or occurring.
- Terrorist activities or Weapons of Mass Destruction (WMD) incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at a nuclear facility within or impacting the state of Oregon.

- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically-limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

### 1.5.3 County Emergency Plans

#### Natural Hazard Mitigation Plan

The Crook County Natural Hazards Mitigation Plan (NHMP) (updated 2025) includes resources and information to assist County residents, public and private sector organizations, and others interested in participating in planning for natural hazards.

This Plan represents a mitigation plan for “All Natural Hazards” that may impact Crook County. The plan represents a collection of information and decisions that were based on the data available at the time it was created. This Plan will be reviewed annually by the Crook County Office of Emergency Management to consider changes that may impact the performance of the Plan, and to monitor implementation of the Mitigation Action Items listed within the Plan. The Plan will receive a complete review and update at least every five years. During the complete reviews, the Plan will be evaluated with respect to new requirements and action items.

The Plan provides a list of activities that may assist Crook County in reducing risk and preventing loss from future natural hazard events. The action items address multi-hazard issues, as well as activities for flood, fire, severe winter storm, windstorm, earthquake, landslide, and volcanic eruption hazards.

#### Continuity of Operations Plan

The County has not formalized a Continuity of Operations Plan (COOP) or a Continuity of Government (COG) plan to date. However, should the County develop or implement these plans in the future; they may be used in conjunction with the EOP during various emergency situations. The COOP and COG plan detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. These plans identify essential functions of local government, private sector businesses, and community services and delineate procedures developed to support their continuation. COOP and COG plan elements may include, but are not limited to:

- Identification and prioritization of essential functions.
- Establishment of orders of succession for key positions.
- Establishment of delegations of authority for making policy determinations and other decisions.
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options.
- Development of interoperable communications systems.
- Protection of vital records needed to support essential functions.
- Management of human capital.
- Development of a Test, Training, and Exercise Program for continuity situations.
- Devolution of Control planning.
- Reconstitution and resumption of normal operations.

### City Emergency Operations Plans

The City of Prineville is the only incorporated city within Crook County. If the County EOP is activated during an incident and/or countywide emergency declaration, the City of Prineville will align with the command and control structure and procedures representative of response operations for the County.

City officials have primary responsibility for the safety and welfare of their citizens and maintain oversight of resources and operations within their jurisdiction. The City of Prineville has its own EOP and procedures to be implemented when responding to a localized incident or as applied to initial activities prior to escalation to the County.

The City is encouraged to integrate its emergency planning and response operations with the County. The City of Prineville uses NIMS/ICS to manage incidents. The City is requested to maintain a current copy of its EOP at the Crook County Emergency Management Office to aid in a coordinated response.

### Special District Emergency Plans

Special districts have a separate system of governance, and their service areas often overlap city and county boundaries. Some special districts provide primary emergency response for incidents in their districts using their own plans, policies, and procedures, which are coordinated with county and city emergency plans. This includes the Crook County Fire and Rescue District which is the largest emergency response district within the County. Most other special district incident response is limited to activities directly related to the service(s) they provide. They rely on support from external agencies during response to a major incident.

### Agency and Organization-Specific Plans

A number of agency-specific plans and organizational procedures are available to support the Crook County EOP and individual ESFs. These plans and procedures are interrelated and have a direct influence on:

- The County's preparation prior to a major emergency or disaster;
- Its activities in response to a major emergency or disaster, and
- The ability to successfully recover from such an incident or event.

These plans also provide local, county, regional, and state agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency management.

## **1.6 Authorities**

The following section highlights significant County and State regulations and plans governing activities for responding to major emergencies and disasters.

In the context of the County EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS 401, which establishes the authority for the County Board of Commissioners (BOC) to declare a State of Emergency.

The County conducts all emergency management functions in a manner consistent with NIMS. Procedures for supporting NIMS implementation and training for the County has been developed and formalized by the County Emergency Management Office (EMO). As approved by the County BOC, the Emergency Management Director has the authority and responsibility for the organization, administration, and operations of the EMO.

Table 1-3 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of the EOP are based.

<b>Table 1-3 Legal Authorities</b>
<b>Federal</b>
<ul style="list-style-type: none"> <li>– Federal Civil Defense Act of 1950, PL 81-950 as amended</li> <li>– The Disaster Relief Act of 1974, PL 93-288 as amended</li> <li>– Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707</li> <li>– Title III of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended</li> <li>– Code of Federal Regulations, Title 44, Emergency Management Assistance</li> <li>– Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988</li> <li>– Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984</li> </ul>
<b>State of Oregon</b>
<ul style="list-style-type: none"> <li>– ORS 401 – Emergency Management and Services</li> <li>– ORS 402 – Emergency Mutual Assistance Agreements</li> <li>– ORS 403 – Public Communications Systems</li> <li>– ORS 404 – Search and Rescue</li> <li>– ORS 431 – Public Health and Safety</li> <li>– ORS 476 – State Fire Marshal, Protection from Fire Generally</li> <li>– State of Oregon Emergency Operations Plan</li> <li>– Executive Order of the Governor</li> </ul>
<b>Crook County</b>
<ul style="list-style-type: none"> <li>– Crook County Ordinances</li> </ul>

## 1.7 Emergency Powers

### 1.7.1 County Declaration Process

A declaration of emergency by the County is the first step in accessing State and Federal disaster assistance. Based on local ordinances and state statutes, a local declaration provides the County's governing body flexibility in managing resources under emergency conditions, such as:

- Diverting funds and resources appropriated for other purposes in order to meet immediate needs.
- Authorizing activation of local emergency operations plans and implementation of extraordinary protective measures.
- Initiating mutual aid and cooperative assistance agreements, and receiving resources from other organizations or individuals.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or Federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources.

County Counsel should review and advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

The effect of the declaration is to activate the response, recovery and rehabilitation aspects of the Plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing mutual aid agreements, and then through the State.

The following documents need to be forwarded to the County BOC for action:

- ✓ Court order declaring an emergency (see Appendix A – Court Order 2003-66 for Sample Disaster Declaration Forms), including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster.
- ✓ Supporting documentation or findings, as determined necessary by the County BOC Chairperson, or successor.
- ✓ Letter to the Governor advising of the County's declaration and the request for a state declaration, as appropriate, as well as any requests for assistance.

Requests for State assistance should be forwarded to OEM as soon as practical. These requests may be sent via fax as the most expedient (if operable and available) method accessible. The OEM fax number is (503) 373-7833. The original signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

Requests for State/Federal assistance need to include:

- ✓ The type of emergency or disaster.
- ✓ The location(s) affected.
- ✓ The number of deaths, injuries, and population still at risk.
- ✓ The current emergency conditions or threats.
- ✓ An initial estimate of the damage and impacts.
- ✓ Specific information about the assistance being requested.
- ✓ Actions taken and resources committed by local governments (City and County).

Crook County BOC will make an emergency declaration stating that an emergency exists and will specify a location or description of the affected area and jurisdictions included in the declaration. If circumstances prohibit timely action by the County BOC, the County Chairperson or the succeeding executive(s) may verbally declare a State of Emergency. The line of succession is found in Section 1.8.1 of this Plan.

### Types of County Emergencies

#### *County Emergency*

Under ORS 401, a local State of Emergency may be declared by authorized individuals as identified by County ordinance. The Crook County declaration process is initiated by a formal request from the County's Emergency Management Director to the County Court. An example of the process and format used to make a local declaration is identified in County Court Order 2003-66, which is included as Appendix A of this EOP.

#### *Health Emergency*

During a suspected or confirmed public health emergency, the County Health Department Director advises the County BOC to make a declaration; the declaration is either made through the County Emergency Management Director, who then contacts OEM; or, if the situation warrants, the Health Director may contact OEM directly. Human isolation and quarantine issues will be addressed by the County Health Director/Administrator. A court order to implement formal procedures must be requested and issued through the County BOC.

#### *City Emergency*

If the emergency area is within the City of Prineville, the Chief Executive(s) of the City must process requests for assistance through the County Emergency Management Director. Requests for a State Declaration shall be made by the County BOC through the County Emergency Management Director. State assistance will be provided only after a "good faith" effort has been made, local resources are exhausted or nearing depletion, and mutual aid agreements have been initiated. Local resources include those available through mutual aid and support.

#### *Animal Quarantine Emergency*

Local animal quarantine measures will be implemented through Crook County Environmental Health and DO NOT require a court order. The Area Veterinarian in Charge for the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service, or Veterinary Services will assist the State Veterinarian as appropriate in any animal health emergency.

## 1.7.2 State Declaration Process

The Governor can declare a State of Emergency under authority granted in ORS Chapter 401. Under a “declaration,” the Governor has complete authority over all State agencies and has the right to exercise, within the area designated in the proclamation, all police powers vested in the State by the Oregon Constitution.

Under extreme circumstances, a Governor’s declaration provides authority for the Governor to suspend provisions of any order or rule of any State agency if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder, or delay mitigation of the effects of the emergency.

It also provides for the authority to direct State agencies to utilize and employ State personnel, equipment, and facilities for activities designated to prevent or alleviate actual or threatened damage due to the emergency. This includes the National Guard. It specifies that the Governor may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of citizens of the affected area.

A State of Emergency is usually enacted by a Governor’s Executive Order, which establishes directions to, and expectations of, State agencies to use available resources to assist local communities and alleviate disaster conditions.

## 1.7.3 State Assistance

State assistance may be provided after local resources are exhausted, nearing depletion, or projected to be inadequate, and mutual aid agreements have been initiated.

The State OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center (State ECC) to determine the best way to support local government requests. The Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the local emergency management organization or to the local incident commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest, such as competing resource requests or priority questions.

## 1.7.4 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support state and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, Federal assistance may be requested. OEM coordinates all requests for federal

assistance through the State ECC. FEMA coordinates the Governor's Presidential request for assistance in accordance with the NRF.

## 1.8 Continuity of Government

### 1.8.1 Lines of Succession

The following lines of succession are exercised during emergencies/disasters in Crook County:

- **The line of succession within the County is from the County BOC Chairperson to the two members of the Commission, in order of their seniority. If circumstances prohibit timely action by the County BOC, the County Chairperson or the succeeding Commissioner may verbally declare a State of Emergency.**
- For purposes of an immediate emergency, a single Commissioner's signature will carry full authority for the County's Emergency Declaration, provided at least two of the following persons provide written advice to substitute for the vote of two commissioners:
  - Crook County Sheriff or designee, including the Emergency Manager.
  - City of Prineville Chief of Police or designee
  - Crook County Fire and Rescue, Fire Chief or designee
  - Director/Administrator of Crook County Health Department or designee
  - Director of Environmental Health (County Health Department) or designee
  - Crook County Building Official or designee
  - Crook County Roadmaster or designee
  - Crook County Counsel
  - Crook County Manager

A formal review before the County Court will follow as soon as prudently possible, with a signed order replacing the emergency order.

- **The line of succession of the County Sheriff is the Undersheriff, Patrol Lieutenant, followed by a designee of the Sheriff.**
- The Incident Commander will be the person most qualified to handle the operations for an emergency as outlined for the lead agency designated in the appropriate ESF Annex.
- Each County and City department is responsible for pre-identifying staff patterns that show a line of succession in the absence of management. All employees must be trained on the protocols and contingency plans to maintain leadership within the department. The Crook County BOC or their designee identified above will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency.

- Individual department heads within the County are responsible for developing and implementing their COOP (Continuity of Operations Plan) plan to ensure continued delivery of vital services during an emergency. County Administration is responsible for development of the COG (Continuity of Government) Plan.

## 1.8.2 Preservation of Vital Records

In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents as well as personal documents such as property deeds and tax records.

The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency will develop Standard Operating Procedures (SOPs) to ensure the protection of vital records.

Vital records of each department will be protected to the maximum extent feasible. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future plans, settlement of claims, and lessons learned.

## 1.9 Administration and Logistics

### 1.9.1 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the County Emergency Management Director or designee to OEM according to provisions outlined under ORS 401. Refer to ESF 7 –Resource Support for detailed information regarding available resources and coordination procedures established for the County.

The executives of the City of Prineville are responsible for the direction and control of its community's resources during emergencies, and are responsible for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the County Emergency Manager via the County EOC. The County's Logistics Section Chief within the EOC processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal, in close coordination with the local Fire Chiefs. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The local Fire Chiefs assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via the OERS. The State Fire Marshal reviews the information and notifies

the Governor, who authorizes the Act. More information about wildfires in the County can be found in the County Community Wildfire Protection Plan.

### **1.9.2 Financial Management**

During an emergency, the County is likely to find it necessary to redirect funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the County BOC. If an incident in the County requires major redirection of County fiscal resources, the County BOC will meet in emergency session to decide how to respond to the emergency funding needs and will declare a State of Emergency and request assistance, as necessary.

Expenditure reports should be submitted to the County BOC through the Finance Section Chief assigned to the County EOC. The County's Treasurer's Department will identify budgetary shortfalls and provide recommendations to the Commissioners. It is the responsibility of each individual department head to ensure all expenditure reports are forwarded to the Finance Section and managed through the Treasurer's Office to identify any budgetary shortfalls. The Human Resources and Finance Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.

Refer to Crook County Recovery Strategy and ESFs 5 and 14 for additional information regarding financial management procedures used throughout the duration of an emergency or disaster.

### **1.9.3 Mutual Aid and Intergovernmental Agreements**

Should local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings.

Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

State law (ORS 402) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

Copies of these documents can be accessed through the Emergency Management Coordinator. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

#### 1.9.4. Legal and Liability Issues

The County Attorney will advise officials on all legal matters arising before, during, and after a disaster.

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions are addressed in existing intergovernmental agreements (IGA) and other formal memorandums established or currently under development for Crook County and its surrounding areas.

Copies of these documents can be accessed through the County Emergency Management office. References are cited in their appropriate ESFs. During an emergency, a local declaration may be necessary to activate these agreements and allocate appropriate resources. Financial liability associated with emergency situations will be addressed through County Continuity of Operations/Government Plans when procedures have been developed and finalized.

#### 1.9.5 Reporting and Documentation

Proper documentation and reporting during an emergency is 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.
- Cost recovery forms.
- Incident critiques and after action reports.

#### 1.10 Safety of Employees and Family

All department heads 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. 9-1-1 should only be utilized if emergency assistance is needed.

Initially, the County BOC will conduct a survey to determine available alternate facilities or approve existing structures for occupancy. This information will be provided to the County Emergency Operations Center (EOC) immediately. In addition, damage assessments and departmental reports accounting for all personnel will be reported to the EOC as soon as they become available.

Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies, such as influenza pandemics, maintaining a resilient workforce is essential to performing the response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel

should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Safety precautions and personal protective equipment (PPE) decisions will be specific to the type of incident occurring 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 may provide assistance and guidance on worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 – Public Health and Medical.

While all County agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees’ first responsibility is to their own and their families’ safety. Each employee is encouraged to develop family emergency plans to facilitate family safety and self-sufficiency which, in turn, will enable employees to assume their responsibility to the County and its citizens as rapidly as possible.

Processes in support of employees and their families during emergency situations or disasters will be further developed through ongoing continuity planning.

# 2 Situation and Planning Assumptions

## 2.1 Situation

Crook County is exposed to many hazards, all of which could potentially disrupt the community, cause damage, and create casualties. Possible natural hazards include droughts, floods, wildfires, volcanic eruptions, and winter storms/severe weather. There is also the threat of a human-caused incident, such as a nuclear, biological, chemical, or conventional attack. A third area of concern is widespread animal disease. Other disaster situations could develop from a hazardous materials accident/release or major transportation accident.

According to Portland State University Population Research Center, the certified population for Crook County as of 2023 was 26,583. Tall pine forest and high desert make up most of the county, which is centrally located in Oregon. A major disaster or emergency will cause environmental damage, injuries, property loss, a disruption of essential public services, and could impact the regional economic, physical, and social infrastructures of the county. The extent of casualties and damage will reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, and possible triggering of secondary risks, such as fires and floods.

Initial emergency response activities focus primarily on minimizing the loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Historically, these activities have been carried out by traditional first responders, such as fire services and law enforcement. Local governments develop, maintain, and implement comprehensive EMPs and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the County EOP as needed or required.

A number of emergency situations can result in overwhelming the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative this jurisdiction establish clear lines of authority, formalize resource request and allocation procedures, and activate contingency plans, including mutual aid agreements, to acquire additional regional, state, and federal resources as needed for response and recovery efforts.

## 2.2 Hazards and Threats

A wide range of natural and human-caused hazards and threats have the potential to disrupt the community, cause casualties, and/or damage property and the environment. The Crook County NHMP includes information and mitigation action items for seven natural hazards. These include droughts, floods, wildfires, severe weather/winter weather, landslides, volcanoes, and earthquakes. In addition to these natural hazard types, Crook County is vulnerable to human-caused hazards, including hazardous materials, public health incidents, transportation accidents, utility failures, terrorism, and radiological hazards. While the probability of some of these incidents is low, the threat posed may be extremely high.

## 2.3 Hazard Analysis

Crook County regularly updates the Oregon Emergency Management (OEM) Hazard Risk Assessment Model for threat events, hazards, and public health consequences<sup>1</sup>. The methodology for developing this analysis was first developed by FEMA and has been refined by OEM over the years. Each of the hazards and threats are scored using a formula that incorporates independently weighted rating criteria levels of severity. While many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each discrete hazard as a singular event.

This analysis is an important tool in planning for hazard mitigation, response, and recovery. It provides Crook County with an identification of hazard priorities and relative risk. The model does not predict the occurrence of a particular hazard; however, it does quantify the risk of one hazard compared to another.

The Crook County Hazard Risk Assessment is hereby included within this EOP by this reference.

## 2.4 Assumptions and Limitations

The County EOP is predicated on the following assumptions and limitations:

- Crook County will continue to be exposed to the cited hazards as well as others which may develop in the future.
- A major disaster can occur at any time and at any place in the county. In some cases, dissemination of warnings and increased readiness measures may be possible. However, many disasters and events can (and will) occur with little or no warning.
- Essential county services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by county emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response personnel are trained and experienced in operating under the NIMS/ICS and recognize their roles and responsibilities.
- The availability of the County's physical and staff resources may limit the County's capability to conduct short- and long-term response actions on an independent basis.
- County response capabilities are also limited during periods when essential staff is on vacation, sick, or under furlough due to budgetary constraints.

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<sup>1</sup> Note: Methodology for weighting and scoring severity ratings was developed by using the Oregon Emergency Management Hazard Analysis Methodology, updated October 2018 [http://www.oregon.gov/OMD/OEM/docs/library/oem\\_hazard\\_analysis\\_methodology\\_5\\_08.pdf?ga=t](http://www.oregon.gov/OMD/OEM/docs/library/oem_hazard_analysis_methodology_5_08.pdf?ga=t)

- Outside assistance will be available in most emergency situations affecting the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis.
- Environmental, technological, and civil emergencies may be of such magnitude and severity that state and federal assistance is required.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this plan.
- Proper implementation of this plan will reduce or prevent disaster related losses.

# 3. Roles and Responsibilities

## 3.1 General

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

The County has implemented NIMS to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

## 3.2 County Board of Commissioners

The County BOC is the lead political entity within Crook County, and is primarily responsible for:

- Directing the overall preparedness program for the County. Crook County Health Department and Emergency Management are the lead agencies in the county.
- Making emergency policy decisions.
- Declaring a State of Emergency when necessary.
- Implementing emergency powers of local government.
- Keeping the public and OEM informed of the situation, through the assistance of the Public Information Officer (PIO).
- Requesting outside assistance when necessary (either in accordance with existing mutual aid agreements and/or through OEM).

## 3.3 Emergency Management Organization (EMO)

The Crook County emergency management organization (EMO) is under the immediate operational direction and control of the Emergency Management Director (Sheriff), who coordinates decision making with the County BOC. The Director appoints the Emergency Manager, who is responsible for emergency management planning and operations for that area of the County outside the incorporated limits of the City of Prineville.

Most of the departments within the County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below as well as in individual annexes.

The EMO for the County is divided into two general groups – the Executive Group and Emergency Response Agencies organized by function.

### 3.3.1 Executive Group

The Executive Group is referred to in this plan as a single body but, in fact, may have several components with representation from the City of Prineville, Crook County Fire and Rescue District, hospital, public health, Bureau of Reclamation, Ochoco Irrigation District and any other entity or group that partners with the Crook County Emergency Management Organization. These members include both elected and appointed executives with certain legal responsibilities. Each individual is responsible for the activities conducted within their respective jurisdiction. Key general responsibilities for these Executive Group (CCEPC – Crook County Emergency Preparedness Committee) members include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
  - a) The jurisdiction, including persons, property, and structures
  - b) Individuals with functional needs, including those with service animals
  - c) Individuals with household pets
  - d) Encouraging residents to participate in volunteer organizations and training courses.

#### 3.3.1.1 County BOC Members

The County BOC may serve as a member of the Executive Group. Their responsibilities may be shared between the responsibilities identified in Section 3 and any additional tasks needed to support the EMO.

#### 3.3.1.2 City Manager/Mayor

The Mayor, or other City official designated pursuant to County or City of Prineville ordinance, is a member of the Executive Group, and is responsible for emergency management planning and operations for the City. These responsibilities may be shared with County Emergency Management under agreement, and may include:

- Assuring that all city 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.
- Serving as controller of the city EOC during its activation.
- Implementing policies and decisions of the governing body.
- Directing emergency operational response of City services.

### ***3.3.1.3 Emergency Management Coordinator***

The County Emergency Management Coordinator (Emergency Manager) is appointed by the Emergency Management Director (Sheriff) and has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Management Coordinator works with the Executive Group to ensure that there are unified objectives with regard to the County's emergency plans and activities, including coordinating all aspects of the County's capabilities.

The Emergency Management Coordinator coordinates all components of the local emergency management program, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Management Coordinator is responsible for:

- Serving as staff advisor to the County BOC on emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this Plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory.
- Ensuring the operational capability of the County EOC.
- Activating the County EOC as the designee of the Director.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the County and State OEM.
- Maintaining liaison with organized emergency volunteer groups and private sector partners.

### ***3.3.1.4 County Departments and Department Heads***

Department and agency heads collaborate with the Executive Group during the development of local emergency plans and provide key response resources. County department and agency heads and their staff develop, plan, and train for internal policies and procedures to meet response and recovery needs safely. Department and agency heads should also participate in interagency training and exercises to develop and maintain necessary capabilities. Department and agency heads not assigned a specific function in this Plan will be prepared to make their resources available for emergency duty at the direction of the IC.

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority will focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders. All County departments have the following common responsibilities:

- Supporting EOC operations to ensure the County is providing for the public safety and protection of the citizens it serves.
- Establishing, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the County BOC and Emergency Management Coordinator.

- Developing alert and notification procedures for department personnel.
- Developing operating guidelines to implement assigned duties specified by this Plan.
- Tracking incident related costs incurred by the department.
- Establishing internal lines of succession of authority.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with existing SOPs.
- Identifying critical functions and develop 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 that staff completes any NIMS required training.
- Ensuring that department plans and SOPs incorporate NIMS components, principles, and policies.
- Allowing staff time for preparedness training and participation in exercises.

### 3.3.2 Emergency Response Agencies Organized by Function

This group includes those services required for an effective emergency management program of which response is a key element. Typically, the following agencies and entities maintain primary roles and responsibilities during an emergency situation impacting Crook County:

- Crook County Emergency Management
- Law Enforcement:
  - a) Crook County Sheriff's Office
  - b) Prineville Police Department
  - c) Oregon State Police
  - d) Central Oregon Police Chaplaincy (COPC)
- Crook County Fire and Rescue (including Emergency Medical Service)
- Crook County Health Department
- Crook County Mental Health
- Crook County Road Department
- Prineville Public Works Department
- Prineville Police Department Communications Center (9-1-1)
- St. Charles Medical Center - Prineville
- Ochoco Irrigation District

The following sub-sections are organized by function, with the primary responsibility assigned to the appropriate County department. Emergency incidents will include responder services from a wide variety of County, City of Prineville, district, and NGO services. When the County activates this EOP a County agency will be associated with services that are both directly and indirectly related to their department. As an example if a responder service is primarily provided through a non-county source, the County will associate a department to that service to support the functions of this Plan.

### ***3.3.2.1 Transportation – Road Department***

Primary transportation-related tasks include:

- Planning for and identifying high-hazard areas and numbers of potential evacuees, including the number of people requiring transportation.
- Transportation to reception areas (including functional needs populations).
- Coordinating transportation needs for functional needs populations.
- Identifying emergency traffic routes.
- Determining optimal traffic flow and movement priority from residences to highways.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Coordinating transportation services, equipment, and personnel using emergency routes.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Proposing locations of roadblocks and patrols for evacuation movement.
- Providing patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period.
- Supporting the preparation and maintenance of ESF 1 – Transportation, and supporting SOPs and annexes.

### ***3.3.2.2 Emergency Communications/Alert and Warning – Sheriff's Office/Prineville Public Safety Answering Point (PSAP) Communications Center***

Primary alert and warning-related tasks include:

- Disseminating emergency public information as requested.
- Receiving and disseminating warning information to the public and key County [and City] officials.
- Supporting the preparation and maintenance of ESF 2 – Communications, and supporting SOPs and annexes

The following tasks are necessary to ensure that the County maintains reliable and effective communications among responders and local government agencies during an emergency. The Sheriff's Office is responsible for the following:

- Coordinating with the Prineville Public Safety Answering Point (PSAP) Communication Center
- Establishing Unified Command with the City of Prineville, if deemed appropriate.
- 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 operated within the EOC once activated.
- Supporting the preparation and maintenance of ESF 2 – Communications, and supporting SOPs and annexes. See ESF 2 – Communications for more details.

### ***3.3.2.3 Public Works and Engineering***

#### **Road Department/City Public Works Departments**

The County Road department is responsible for the following tasks in an emergency:

- Barricading hazardous areas.
- Prioritizing the restoration of streets and bridges.
- Protecting and restoring waste treatment and disposal systems.
- Augmenting sanitation services.
- Assessing damage to streets, bridges, traffic control devices, wastewater treatment systems, and other public works facilities.
- Removing debris.
- Assessing damage to County owned facilities.
- Condemning unsafe structures.
- Directing temporary repair of essential facilities.
- Coordinating with the City of Prineville Public Works Department
- Supporting the preparation and maintenance of ESF 3 – Public Works and Engineering, and supporting SOPs and annexes.

See ESF 3 – Public Works and Engineering for more details.

### ***3.3.2.4 Fire Services***

#### **Sheriff's Office/Crook County Fire and Rescue District**

The Sheriff's Office will coordinate with the Crook County Fire and Rescue District. District fire services are responsible for the following tasks:

- Providing fire prevention and suppression, emergency medical aid, and inspection in order to prevent loss of life, loss of property, and damage to the environment.
- Inspecting damaged areas for fire hazards.
- Containing and coordinating hazardous materials spills, including clean-up and planning.
- Inspecting shelters for fire hazards.
- Supporting the preparation and maintenance of ESF 4 – Firefighting, and supporting SOPs and annexes.

See ESF 4 – Firefighting for more details.

### ***3.3.2.5 Emergency Management***

#### **Emergency Operations Center/Emergency Management Coordinator**

The following tasks are necessary for the County Emergency Management Coordinator to activate and utilize its EOC to support and coordinate response operations during an emergency.

- Activate the EOC under direction of the County Emergency Management Director or the City of Prineville Chief of Police, or designee.

- Serve as the EOC Director during County Emergencies and during City/County emergencies where a Unified Command Structure has been created with the City of Prineville.
- Maintaining the EOC in an operating mode at all times or being able to convert EOC space into an operating condition.
- Maintaining contact with neighboring jurisdictions and the Oregon Emergency Coordination Center (ECC), as appropriate.
- Assigning representatives (by title) to report to the EOC and to develop procedures for crisis training.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control and ESF 5 – Information and Planning for more details.

### ***3.3.2.6 Mass Care, Emergency Assistance, Housing and Human Services*** **Emergency Management Coordinator/Health Department/American Red Cross**

The Health Department, with support from the American Red Cross (ARC), is responsible for ensuring that the mass care needs of the affected population, such as sheltering, feeding, providing first aid, and reuniting families, are met. The Emergency Management Coordinator will assist. Relevant operations are detailed in ESF 6 – Mass Care and ESF 11 – Agriculture, Animals, and Natural Resources. General responsibilities related to mass care, emergency assistance, housing, and human services include:

- Maintaining the Community Shelter Plan and Animal Disaster Response Plan.
- Supervising the shelter management program (stocking, marking, and equipping, etc.) for natural disasters.
- Coordinating support with County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances.
- Coordinating a council of churches and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with local NGOs and volunteer organizations).
- Identifying sources of clothing for disaster victims (coordinating with local NGOs and volunteer organizations).
- Securing sources of emergency food supplies (coordinating with local NGOs and volunteer organizations).
- Coordinating operations of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as ARC.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.
- Supporting the preparation and maintenance of ESF 6 – Mass Care, and supporting SOPs and annexes.

See ESF 6 – Mass Care, and ESF 11 – Agriculture, Animals, and Natural Resources for more detail.

### ***3.3.2.7 Logistics Management and Resource Support***

#### **Emergency Management Coordinator/Human Resources and Finance/Administration**

The following tasks are necessary to identify and acquire resources before and during an emergency:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve in cooperation with the Sheriff's Office and the City of Prineville.
- Coordinating deployment of reserve personnel to County departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency related expenditures for purchases and personnel.
- Supporting the preparation and maintenance of ESF 7 – Logistics Management and Resource Support, and supporting SOPs and annexes.

See ESF 7 – Logistics Management and Resource Support for more detail.

### ***3.3.2.8 Public Health and Emergency Medical Services***

#### **Public Health, Health Department/Hospital**

The Health Department is responsible for coordinating public health and welfare services required to cope with the control of communicable diseases and non-communicable illness associated with major emergencies, disasters, and/or widespread outbreaks caused by bioterrorism, epidemic or pandemic diseases, and highly fatal infectious agents, or biological or chemical toxin incidents in urban or rural areas in the County. The Health Department Director also serves as the Health Department representative for the County EMO. Relevant operations are detailed in ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services, and ESF 8 – Public Health and Medical. General responsibilities for these departments include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the functional needs population.
- Coordinating with the Medical Examiner and funeral directors to provide identification and disposition of the dead.
- Coordinating mass vaccination chemoprophylaxis.
- Coordinating isolation and/or quarantine of infected persons.
- Coordinating delivery and set-up of the National Pharmaceutical Stockpile Plan.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary, or as requested.
- Supporting the preparation and maintenance of ESF 8 – Public Health and Medical Services, and supporting SOPs and annexes.

See ESF 8 – Public Health and Medical for more details.

### ***3.3.2.9 Emergency Medical Services***

#### **Sheriff's Office/Local Fire Districts and Departments**

The Sheriff's Office will coordinate with local fire districts to:

- Coordinate provision of EMS.
- Request additional EMS assets, as necessary.

See ESF 8 – Public Health and Medical for more details.

### ***3.3.2.10 Search and Rescue***

#### **Sheriff's Office**

General responsibilities of the Sheriff's Office include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions on request and as resources allow.
- Establishing and monitoring training standards for certification of Search and Rescue (SAR) personnel.
- Supporting the preparation and maintenance of ESF 9 – Search and Rescue, and supporting SOPs and annexes.

See ESF 9 – Search and Rescue for more details.

### ***3.3.2.11 Hazardous Materials Response***

#### **Sheriff's Office/Local Fire Districts and Departments/State HAZMAT Team**

HAZMAT Team or Fire District responsibilities include:

- Maintaining a well-trained and equipped, multi-jurisdictional HAZMAT team and response vehicle.
- Responding to any spill, release, or abandonment of any oil, gasoline, or other petroleum product, any hazardous substance, or radioactive material.
- Serving as a technical resource to the IC.
- Initiating actions to protect responders and the public.
- Containing the HAZMAT.
- Supporting the preparation and maintenance of ESF 10 – Oil and Hazardous Materials, as appropriate.

### ***3.3.2.12 Radiological Protection***

#### **Sheriff's Office**

For the radiological incident responder, general responsibilities include:

- Establishing and maintaining a radiological monitoring and reporting network.

- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system.
- Under fallout conditions, providing City and County officials and department heads with information on fallout rates, fallout projections, and allowable doses.
- Coordinating radiological monitoring throughout the County.
- Providing monitoring services and advice at the scene of accidents involving radioactive materials.

See ESF 10 – Oil and Hazardous Materials for more details.

### **3.3.2.13**      *Agriculture and Natural Resources* **Emergency Management Coordinator/Public Health/Extension Office**

General responsibilities for responders to agricultural and natural resource incidents include the following:

- Providing nutrition assistance.
- Responding to animal and plant diseases and pests.
- Ensuring the safety and security of the commercial food supply.
- Protecting natural and cultural resources.
- Providing for the safety and well-being of household pets.
- Assisting in the continued development and maintenance of ESF 11 – Agriculture and Natural Resources.

See ESF 11 – Agriculture and Natural Resources for more details.

### **3.3.2.14**      *Energy and Utilities* **Emergency Management Coordinator/Local Utilities**

General responsibilities of those acting as responders to energy and utility related incidents include:

- Working with local energy facility emergency managers in the restoration of damaged energy and utility infrastructure and accompanying systems.
- Coordinating temporary emergency power generation 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.
- Supporting the preparation and maintenance of ESF 12 – Energy, and supporting SOPs and annexes.

See ESF 12 – Energy for more details.

**3.3.2.15**      *Public Safety and Security*  
**Sheriff's Office/City of Prineville Police Department/OSP**

County enforcement services are responsible for the following tasks:

- Enforcing the law and conducting criminal investigations.
- Coordinating with the City of Prineville Police Department
- Controlling traffic and crowds, and maintaining site security.
- Maintaining the isolation of damaged areas.
- Reporting damage and completing reconnaissance.
- Supporting disaster area evacuation.
- Supporting the preparation and maintenance of ESF 13 – Public Safety and Security, and supporting SOPs and annexes.

See ESF 13 – Public Safety and Security for more information.

**3.3.2.16**      *Recovery*  
**Emergency Management Coordinator/County Assessor**

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental sector emergency recovery efforts.
- Participating with County and State partners to conduct damage assessments.
- Identifying and facilitating the availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs for outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support and providing assistance as needed.
- Providing support by locating, purchasing, and coordinating the delivery of resources necessary during or after an incident.

See ESF 14 – Long-Term Community Recovery for more details.

**3.3.2.17**      *External Affairs*  
**Emergency Management Coordinator/County Board of Commissioners**

The following tasks are necessary to ensure the provision of reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster:

- Conducting ongoing hazard awareness and public education programs.
- Compiling and preparing emergency information for the public in the event of an emergency.
- Arranging for media representatives to receive regular briefings on County status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.

- Being aware of Spanish-only speaking and/or bilingual population centers within the County, and preparing training and news releases accordingly.
- Supporting the preparation and maintenance of ESF 15 – Volunteers and Donations, and supporting SOPs and annexes.

See ESF 15 – External Affairs for more details.

### **3.3.2.18      *Evacuation and Population Protection*** **Sheriff's Office**

The following tasks are necessary to implement and support protective actions by the public and coordinate an evacuation:

- Defining responsibilities of County departments and private sector groups.
- Identifying high-hazard areas and the corresponding number of potential evacuees.
- Coordinating evacuation planning, including:
  - a) Movement control
  - b) Health and medical requirements
  - c) Transportation needs
  - d) Emergency public information materials
  - e) Shelter and reception location
- Developing procedures for sheltering in place.
- Preparing and maintaining supporting SOPs and annexes.

See ESF 6 – Mass Care for more details.

### **3.3.2.19      *Damage Assessment*** **County Assessor/County Board of Commissioners**

The County Assessor will be responsible for:

- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members for the EOC.
- Assisting in reporting and compiling information on deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of damaged areas.
- Compiling estimates of damage for use by County officials in requesting disaster assistance.
- 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.
- Supporting the preparation and maintenance of ESF 14 – Public Information, and supporting SOPs and annexes.

### **3.3.2.20**      *Legal Services* **County Counsel**

The County Counsel is responsible for the following tasks in the event of an emergency: Advising County officials on 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 the use of water or other utilities
- Remove debris from publicly or privately owned property
- Reviewing and advising County officials on possible liabilities arising from disaster operations, including exercising any or all of the above powers.
- Preparing and recommending local legislation to implement the emergency powers that are required during an emergency.
- Advising County officials and department heads on record-keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and being familiar with current ORS 401 provisions as they apply to County government in disaster events.
- Support the preparation and maintenance of the Basic Plan, ESFs, SOPs, and annexes.

### **3.3.2.21**      *Volunteer and Donation Management* **Emergency Management Coordinator**

Responding to disaster incidents will likely exceed the County’s resources. Volunteers and donors can support response efforts in many ways, and it is essential that the County plans ahead to incorporate volunteers effectively and donated goods into its response activities.

### **3.3.2.22**      *Other Agency Responsibilities*

Other County departments and agency heads not assigned a specific function in this Plan will be prepared to make their resources (to include personnel) available for emergency duty at the direction of the Emergency Management Coordinator.

## 3.4 Local and Regional Response Partners

The County's emergency organization is supported by a number of outside organizations, including surrounding counties and their incorporated cities, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to the EOP.

### 3.4.1 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 their own infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they 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.

### 3.4.2 Non-Governmental Organizations

NGOs play enormously important roles before, during, and after an incident. In the County, NGOs such as the ARC provide sheltering, emergency food supplies, counseling services, and other vital services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- 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 coordinate the provision of assistance.

### 3.4.3 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 an emergency supply kit and household emergency plan.
- Monitoring emergency communications carefully.
- Volunteering with an established organization.
- Enrolling in emergency response training courses.

### 3.5 County Response Partners

Pursuant to this EOP, the County Emergency Management Director (County Sheriff) has been appointed under the authority of the County BOC. The Director appoints the Emergency Management Coordinator, who is responsible for developing a County-wide emergency management program that, through cooperative planning efforts with the City of Prineville, will provide a coordinated response to a major emergency or disaster.

### 3.6 State Response Partners

Under the provisions of ORS 401, the Governor has broad responsibilities for the direction and control of all emergency activities in a State Declared Emergency. The administrator of OEM is delegated authority 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, State government agencies represent the State emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency.

### 3.7 Federal Response Partners

Federal response partners are typically requested by OEM in the event that 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 NRF.

### 3.8 Response Matrix

Table 3-1 provides a matrix, by ESF, of the local, State, and Federal primary organizations that the County may rely on in the event of an emergency.

**Table 3-1 Response Partners by ESF**

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
<b>ESF 1 Transportation</b>	<ul style="list-style-type: none"> <li>■ Aviation/airspace management and control</li> <li>■ Transportation Safety</li> <li>■ Restoration and recovery of transportation infrastructure</li> <li>■ Movement restrictions</li> <li>■ Damage and impact assessment</li> </ul>	Road Department	Department of Transportation	Department of Transportation
<b>ESF 2 Communications</b>	<ul style="list-style-type: none"> <li>■ Coordination with telecommunications and information technology industries</li> <li>■ Restoration and repair of telecommunications infrastructure</li> <li>■ Protection, restoration, and sustainment of national cyber and information technology resources</li> <li>■ Oversight of communications within the Federal incident management and response structure</li> </ul>	Sheriff's Office	Oregon Emergency Management	Department of Homeland Security (National Communications System)
<b>ESF 3 Public Works</b>	<ul style="list-style-type: none"> <li>■ Infrastructure protection and emergency repair</li> <li>■ Infrastructure restoration</li> <li>■ Engineering services and construction management</li> <li>■ Emergency contracting support for life-saving and life-sustaining services</li> </ul>	Road Department	Department of Transportation	Department of Defense (U.S. Army Corps of Engineers)/ Department of Homeland Security (FEMA)
<b>ESF 4 Firefighting</b>	<ul style="list-style-type: none"> <li>■ Coordination of Federal firefighting activities</li> <li>■ Support to wildland, rural, and urban firefighting operations</li> </ul>	Sheriff's Office, Crook County Fire District and Departments	Department of Forestry/Office of the State Fire Marshal	Department of Agriculture (U.S. Forest Service)
<b>ESF 5 Information and Planning</b>	<ul style="list-style-type: none"> <li>■ Coordination of incident management and response efforts</li> <li>■ Issuance of mission assignments</li> <li>■ Resource and human capital</li> <li>■ Incident action planning</li> <li>■ Financial management</li> </ul>	Emergency Management Director, Emergency Management Coordinator	Oregon Emergency Management	Department of Homeland Security (FEMA)
<b>ESF 6 Mass Care</b>	<ul style="list-style-type: none"> <li>■ Mass care</li> <li>■ Emergency assistance</li> <li>■ Disaster housing</li> <li>■ Human services</li> </ul>	Emergency Management Coordinator, Health Department, American Red Cross	Department of Human Services	Department of Homeland Security (FEMA)

**Table 3-1 Response Partners by ESF**

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
<b>ESF 7 Resource Support</b>	<ul style="list-style-type: none"> <li>■ Comprehensive, national incident logistics planning, management, and sustainment capability</li> <li>■ Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>	Emergency Management Coordinator, Human Resources & Finance/ Administration	Oregon Emergency Management	General Services Administration/ Department of Homeland Security (FEMA)
<b>ESF 8 Public Health &amp; Medical</b>	<ul style="list-style-type: none"> <li>■ Public health</li> <li>■ Medical</li> <li>■ Mental health services</li> <li>■ Mass fatality management</li> </ul>	Health Department, Local Fire Districts and Departments	Department of Human Services, Public Health Division	Department of Health and Human Services
<b>ESF 9 Search &amp; Rescue</b>	<ul style="list-style-type: none"> <li>■ Life-saving assistance</li> <li>■ Search and rescue operations</li> </ul>	Sheriff's Office	Oregon Emergency Management/ Office of the State Fire Marshal	Department of Defense/ Department of Homeland Security (FEMA/U.S. Coast Guard)/ Department of the Interior
<b>ESF 10 Hazardous Materials</b>	<ul style="list-style-type: none"> <li>■ Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>■ Environment short- and long-term cleanup</li> </ul>	Sheriff's Office, Crook County Fire Districts and Departments	Department of Environmental Quality/Office of the State Fire Marshal	Environmental Protection Agency/ Department of Homeland Security (U.S. Coast Guard)
<b>ESF 11 Agriculture, Animal, and Natural Resources</b>	<ul style="list-style-type: none"> <li>■ Nutrition Assistance</li> <li>■ Animal and plant disease and pest response</li> <li>■ Food safety and security</li> <li>■ Natural and cultural resources and historic properties protection</li> <li>■ Safety and well-being of household pets</li> </ul>	Emergency Management Coordinator, Health Department	Department of Agriculture	Department of Agriculture/ Department of Interior
<b>ESF 12 Energy</b>	<ul style="list-style-type: none"> <li>■ Energy infrastructure assessment, repair, and restoration</li> <li>■ Energy industry utility coordination</li> <li>■ Energy forecast</li> </ul>	Emergency Management Coordinator, Local Utilities	Department of Administrative Services/ Department of Energy/Public Utility Commission	Department of Energy
<b>ESF 13 Law Enforcement</b>	<ul style="list-style-type: none"> <li>■ Facility and resource security</li> <li>■ Security planning and technical resource assistance</li> <li>■ Public safety and security support</li> <li>■ Support to access, traffic, and crowd control</li> </ul>	Sheriff's Office	Department of Justice/ Oregon State Police	Department of Justice
<b>ESF 14 Business and industry</b>	<ul style="list-style-type: none"> <li>■ Business and Industry Recovery</li> </ul>	County Court	Oregon Emergency Management	Department of Homeland Security (FEMA)

**Table 3-1 Response Partners by ESF**

ESF	Scope (Federal)	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
<b>ESF 15 Public Information</b>	<ul style="list-style-type: none"> <li>■ Social and economic community impact assessment</li> <li>■ Long-term community recovery assistance to states, tribes, local governments, and the private sector</li> <li>■ Analysis and review of mitigation program implementation</li> </ul>	Emergency Management Coordinator, County Assessor	Oregon Emergency Management	Department of Homeland Security (FEMA) /Housing and Urban Development/ Small Business Administration
<b>ESF 16 Volunteers and Donations</b>	<ul style="list-style-type: none"> <li>■ Emergency public information and protective action guidance</li> <li>■ Media and community relations</li> <li>■ Congressional and international affairs</li> <li>■ Tribal and insular affairs</li> </ul>	Emergency Management Coordinator	Oregon Emergency Management	Department of Homeland Security (FEMA)
<b>ESF 17 Cyber and Critical Infrastructure Security</b>	<ul style="list-style-type: none"> <li>■ Providing technical assistance related to security planning efforts</li> <li>■ Conducting technical assessments</li> <li>■ Maintaining the availability of resources</li> </ul>	Emergency Management Coordinator	Oregon TITAN Fusion Center	Department of Homeland Security (Cybersecurity and Infrastructure Security Agency)
<b>ESF 18 Military Support</b>	<ul style="list-style-type: none"> <li>■ Facility and resource security</li> <li>■ Security planning and technical resource assistance</li> <li>■ Public safety and security support</li> <li>■ Support to access, traffic, and crowd control</li> </ul>	Sheriff's Office	Department of Justice/ Oregon State Police	Department of Justice

# 4. Concept of Operations

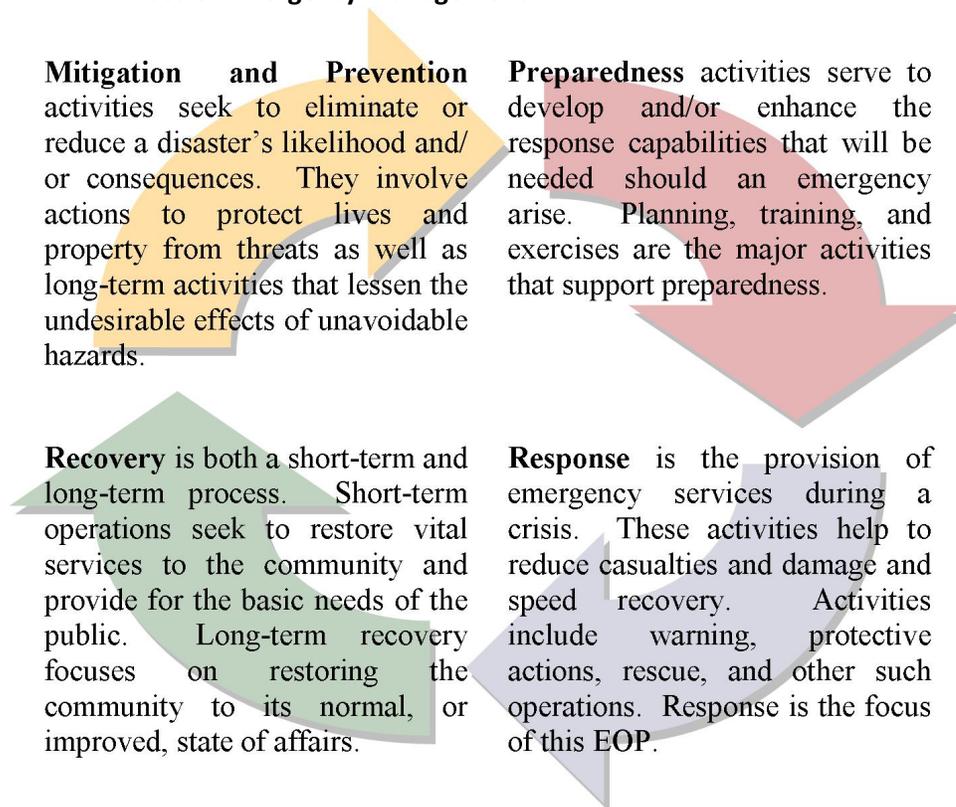
## 4.1 General

Primary roles involved during the initial emergency response will focus on first responders such as fire and police departments, sometimes also involving hospitals, local health departments, and regional response teams. Typically, as the emergency situation evolves and the immediate response subsides, a period of transition will occur when emergency responders will hand off responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and under all types of circumstances, priority will be given to saving and protecting human lives.

The basic concept of emergency operations focuses on managing and using all available resources in the County to effectively respond to all types of emergencies. This EOP should be used when emergency situations arise, and it is determined that the normal organization and functions of county government are not sufficient to meet response activities effectively.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from other local, State, and/or Federal governments through the County EMO.

**Figure 4-1 Phases of Emergency Management**



## 4.2 Phases of Emergency Management

This Plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an EOP rather than a comprehensive EMP, as its emphasis is on incident management rather than on program management. This EOP impacts and is informed by activities conducted before and after any emergency operations take place. Brief descriptions of the four phases of emergency management are provided below:

## 4.3 Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

### 4.3.1 Level 1 Incident

Level 1 situations are often referred to as “routine” crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement an emergency plan. Outside assistance is usually not required.

### 4.3.2 Level 2 Incident

Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.). Requests for assistance related to Level 2 situations often take the form of a 9-1-1 call for police, fire, or medical assistance. Examples include HAZMAT spills and traffic incidents with multiple injuries. The IC may implement selected portions of the County EOP.

### 4.3.3 Level 3 Incident

Level 3 situations are major incidents that require the application of a broad range of community resources to save lives and protect property. Examples of such situations include an airliner crash in a populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

### 4.3.4 NIMS Incident Levels

While the County uses incident levels that are consistent with the State EOP, incident types at the Federal level are based on the following five levels of complexity (Source: U.S. Fire Administration):

<b>Type 5</b>	<ul style="list-style-type: none"> <li>■ The incident can be handled with one or two single resources with up to six personnel.</li> <li>■ Command and General Staff positions (other than the Incident Commander) are not activated.</li> <li>■ No written Incident Action Plan (IAP) is required.</li> <li>■ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene.</li> <li>■ Examples include a vehicle fire, an injured person, or a police traffic stop.</li> </ul>
<b>Type 4</b>	<ul style="list-style-type: none"> <li>■ Command Staff and General Staff functions are activated only if needed.</li> <li>■ Several resources are required to mitigate the incident.</li> <li>■ The incident is usually limited to one operational period in the control phase.</li> <li>■ The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated.</li> <li>■ No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.</li> <li>■ The role of the agency administrator includes operational plans including objectives and priorities.</li> </ul>
<b>Type 3</b>	<ul style="list-style-type: none"> <li>■ When capabilities exceed the initial attack, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>■ Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li> <li>■ A Type 3 Incident Management Team (IMT) 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.</li> <li>■ The incident may extend into multiple operational periods.</li> <li>■ A written IAP may be required for each operational period.</li> </ul>
<b>Type 2</b>	<ul style="list-style-type: none"> <li>■ This type of incident extends beyond the capabilities of local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>■ Most or all of the Command and General Staff positions are filled.</li> <li>■ A written IAP is required for each operational period.</li> <li>■ Many of the functional units are needed and staffed.</li> <li>■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only).</li> <li>■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.</li> </ul>
<b>Type 1</b>	<ul style="list-style-type: none"> <li>■ This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.</li> <li>■ All Command and General Staff positions are activated.</li> <li>■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000.</li> <li>■ Branches need to be established.</li> <li>■ The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.</li> <li>■ Use of resource advisors at the incident base is recommended.</li> <li>■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li> </ul>

## 4.4 Response Priorities

Crook County's Response priorities are as follows:

1. **Lifesaving:** This focuses on efforts to save the lives of persons other than city employees and their dependents. It may include prevention or mitigation of major property damage if the results of such damage would likely present an immediate danger to human life.
2. **Incident Stabilization:** This is a focus on the protection of mobile response resources, isolation of the impacted area, and containment of the incident (if possible).
3. **Property Conservation:** This is a focus on the protection of public facilities essential to life safety/emergency response, protection of the environment whenever public safety is threatened, and protection of private property.

## 4.5 Incident Management

### 4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of the County government are insufficient to effectively meet response requirements, the Emergency Management Director, or designee, will activate and implement all or part of the EOP. In addition, the Emergency Management Director or the Emergency Management Coordinator may partially or fully activate and staff the County EOC based on the type, size, severity, and duration of the emergency.

### 4.5.2 Initial Actions

Upon activation of all or part of this plan, the County Emergency Management Coordinator will implement the following actions immediately:

- Alert threatened populations and initiate evacuation as necessary. Refer to ESF 2 for more detailed information and specific procedures for issuing countywide warnings and alerts.
- Initiate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated. Refer to ESF 6 for more detailed information and specific procedures associated with sheltering, mass care, and related human services.
- Instruct appropriate County emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment. Implement a communications plan and confirm interoperability among EOC staff and response agencies.
- When it is determined that local resources will not meet the needs of local and county emergency operations, a request will be made to the County BOC to prepare and submit a formal declaration of emergency through OEM. The official declaration may be preceded by a verbal statement. *See Annex ESF 7 – Resource Support for more details and specific procedures.*
- Prepare to staff the County EOC, as appropriate, for the incident with a maximum of 12-hour shifts.

### 4.5.3 Communications, Notification and Warning

Traditional communication lines, such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio, as well as Everbridge notifications, will be used by the County response personnel throughout the duration of response activities. *See ESF 2 – Communications for more details.*

Crook County has a public warning and broadcast system to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Management Coordinator should provide the public with educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster. ESF 2 provides detailed information on how these systems are accessed, managed, and operated throughout the duration of an emergency. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained through the County Emergency Management Department. Activation of additional response staff and services is also accomplished through the Public Safety Answering Point for Crook County and can be coordinated through the County EOC.

Plain language will be used during a multi-jurisdictional emergency response occurring in the City and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

#### 4.5.3.1 Interoperability

The County will maintain the ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment. *See ESF 2 – Communications for more information.*

Traditional communications lines, such as landline telephones, cellular phones, faxes, pagers, Internet/e-mail, radio, and satellite phones, are used and relied upon by county response personnel throughout the duration of response activities. Specific information regarding Crook County communications is found in the ESF 2 Annex of this plan.

## 4.5.4 Situational Awareness and Intelligence Gathering

### 4.5.4.1 Situational Awareness

This plan should be implemented within the context of the event or incident the County is facing. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information sharing, technical assistance, consultations, notifications, and informed decision-making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

### 4.5.4.2 Intelligence Gathering

Different from operational and situational intelligence gathered and reported by the Planning Section, intelligence/investigations 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 the determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Beyond maintaining situational awareness of an incident, gathering timely and accurate outside intelligence and having procedures for analyzing that data and distributing it to the right people is critical to responding to an incident effectively. The County may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command Staff or may fall to the Planning Section Chief or designee.

### 4.5.4.3 Coordination with State Fusion Center

The State maintains a Fusion Center to provide intelligence support as it relates to terrorism and terrorist activity. The Oregon Terrorism Information and Threat Assessment Network (TITAN) Fusion Center (OTFC) and Portland Urban Area TITAN Fusion Center's mission is to protect the citizens of Oregon from terrorism and terrorist activity by providing an "all crimes, all threat, and all hazard" information clearinghouse for Federal, State, local, and tribal law enforcement agencies. The Center's goals are to identify, prevent, detect, disrupt, and assist in investigating terrorism-related crimes by providing an efficient, timely, and secure mechanism to exchange critical information between law enforcement agencies at all levels, state executive leadership, government agencies, and public and private sector partners.

*See ESF 17 – Cyber and Critical Infrastructure Security*

### 4.5.5 Resource Management

Resource management during an emergency is usually performed at the Incident Command Post (ICP) under the ICS. In a major emergency or disaster, management of resources deployed to any one incident is still necessary at the ICP, but it is also necessary at the EOC or a site designated by the EOC for staging resources.

- The County BOC serves as the overall authority for resource management.
- Priorities for resource allocation will be established by the EOC staff.
- The department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of their workforces.
- They will keep the County BOC informed of resource requirements and coordinate emergency resource requests; those requests will be relayed to the EOC, where outside support will be pursued. Emergency purchase requests are subject to the approval of the EOC manager and will be coordinated through the EOC.
- Other County/city department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County BOC or City Manager (or designee).

#### 4.5.5.1 Volunteer and Donations Management

The County should maintain a program that ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents, including:

- Activating a Volunteer and Donations Management coordinator within the County's EMO to address volunteer and donations management.
- Implementing a system for tracking and utilizing volunteers and donations.
- Coordinating with the County, State, and local volunteer agencies and Volunteer Organizations Active in Disaster (VOAD) groups.
- Establishing facilities such as a warehouse and volunteer check-in or reception centers.
- Communicating support, such as coordination of a call center.

#### 4.5.5.2 Resource Typing

The County may choose to implement NIMS resource typing to better address resource and supply needs during an emergency. Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

#### **4.5.5.3 Credentialing of Personnel**

The County may maintain a program for credentialing response personnel that provides, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

The County's credentialing program may include the following elements:

- Conducting enrollment of personnel in accordance with approved standards.
- Identifying the type and quality of personnel in accordance with published NIMS job titles. For those not covered by NIMS, develop typing for positions based on essential functions of a position, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for qualifying for the position.
- Certifying personnel based on completion of identification vetting and meeting qualifications for the position to be filled.
- Carding personnel after completing certification of identity, qualifications, and typing.
- Providing authorization for deployment of credentialed personnel through order numbers, travel authorizations, etc.
- Ensuring that personnel are credentialed only while they maintain employment and qualifications.

*See ESF 7 – Resource Support for more information.*

#### **4.5.6 Access and Functional Needs Populations**

The County defines populations with functional needs as populations 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 are non-English speaking, or who are transportation disadvantaged.

*See Support Annex E- Access and Functional Needs Populations for more information.*

#### **4.5.7 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 the affected population. The County will coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency.

#### **4.5.8 Demobilization**

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

#### **4.5.9 Transition to Recovery**

Recovery comprises steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. 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 that focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies.

*See ESF 14 – Long-Term Community Recovery for more details*

### **4.6 Inter-Jurisdictional Coordination**

#### **4.6.1 Mutual Aid**

State law (ORS 402.010 and 402.015) authorizes the County to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the state. The compact streamlines the process by which a local government requests assistance and temporarily acquires resources.

#### **4.6.2 Special Service Districts**

Special service districts provide services such as fire protection and water delivery systems that are not available from city or County governments. Each is governed by an elected Board of Directors and has policies separate from city and County government. They often overlap city and County boundary lines and may serve as primary responders to emergencies within their service districts.

### **4.6.3 Private Sector**

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Management Coordinator, or designee, will coordinate response efforts with the private sector, including providing assistance, as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State, and/or local regulations to have disaster plans.

The Emergency Management Coordinator will work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as the ARC, Salvation Army, faith-based groups, amateur radio clubs, and Community Emergency Response Teams.

### **4.6.4 State Government**

The State emergency organization, as defined in the State EMP, can be activated through the Oregon Military Department, OEM. This department provides a duty officer at all times. The State provides direct agency support to the local level and serves as a channel for obtaining resources from within and outside the State structure, including the assistance provided by Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before the County requests State assistance.

### **4.6.5 Federal Government**

The County shall make requests for Federal disaster assistance to the State OEM Division. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

# 5. Command and Control

## 5.1 General

The County's Emergency Management Coordinator is responsible for assuring that coordinated and effective emergency response systems are developed and maintained.

Existing government agencies will perform emergency activities closely related to those they perform routinely.

Specific positions and agencies are responsible for fulfilling their obligations as presented in this Plan. As the EOC controller, the Emergency Management Coordinator will provide overall direction of response activities of all County department activities that are not involved in on-scene response or continuity of government (COG) priorities.

Department heads will retain control over their employees and equipment unless directed otherwise by the County BOC or City Council. Each agency will be responsible for having its own SOPs to be followed during response operations.

## 5.2 On-Scene Incident Management

The initial County response structure consists of the responding agency, which may appoint an on-scene IC and establish ICS at the incident site. The senior person of the agency having responsibility for that site will be the on-scene commander or work within a unified command. The on-scene commander will establish and maintain communications with the EOC and will direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC.

As the incident progresses, and to maintain an adequate span of control, the initial response structure will expand into an ICS structure supported by full Command and General Staff positions.

## 5.3 EOC Support to On-Scene Operations

Depending on the type and size of the incident, the County may activate the EOC and assign an IC. The County will require and request additional personnel to support this expanded structure. Depending on the incident type, the County departments will provide staff to the EOC. By agreement, the City of Prineville may also provide staff to the EOC. Following a declaration of emergency, the County may receive assistance from mutual aid partners or the State to support the County ICS structure. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the IC may change to meet the needs of the incident.

Upon activation of the County EOC, the Emergency Management Coordinator (or designee) becomes the EOC Controller and is responsible for performing such duties as causing emergency measures to be enforced and designating emergency areas. The County Chairperson (or designee) may declare a “State of Emergency,” place this plan into effect, and may activate and staff the County EOC on a full or partial basis. In the event that one or more of the above actions are implemented, a report of such action will be made to the County BOC at the first available opportunity.

Direction of County response activities:

- The Emergency Management Director will provide overall direction of on-scene response activities for all County departments.
- The Emergency Management Coordinator will provide overall direction of response activities of all County department activities that are not involved in on-scene response or continuity of government (COG) priorities

Lack of resources is an issue for Crook County when considering staffing of the EOC for extended periods of time. The Emergency Management Coordinator will pull from the pool of available personnel that are not required to support field response operations. Department heads will retain control over their employees and equipment unless directed otherwise by the County BOC. Each agency will be responsible for having its own SOPs to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing County services and then only when the situation threatens to expand beyond the County’s response capabilities.

## 5.4 Emergency Operations Center

The Crook County EOC is a facility located at 4550 SW Airport Rd, Prineville, Oregon, and controlled by the Sheriff’s Office. As such, the County and City will utilize NIMS to support the command control and operations of the facility and its services. It is anticipated that in most disaster incident types where the response goes beyond routine mutual aid, the County and City will form a Unified Command structure to operate and staff the EOC.

Response activities will be coordinated from the EOC. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis. The EOC will serve as a multiple agency coordination center (MACC) if needed. *See ESF 5 – Information and Planning for more details.*

### 5.4.1 Emergency Operations Center Activation

During emergency operations and upon activation, the EOC staff will assemble as outlined in ESF 5 – Emergency Management and exercise direction and control as outlined below:

- The EOC will be activated by the Emergency Management Director or Coordinator. The Emergency Management Coordinator will assume responsibility for all EOC operations and direction and control of EOC response functions.

- The Emergency Management Coordinator will serve as the overall EOC Controller.
- The Emergency Management Coordinator will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- The Emergency Management Controller may establish an EOC unified command structure in conjunction with the City of Prineville and/or other agencies.
- Emergency operations will be conducted by County departments augmented as required by City departments, trained reserves, volunteer groups, and forces supplied through mutual aid agreements. State and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The Sheriff or the Emergency Management Coordinator may establish an on-scene command post to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for emergency functions assigned to their activity, as outlined in their appropriate annex.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts or as needed.
- The Emergency Management Coordinator will immediately notify the OEM upon activation and receive an OERS number. Periodic updates will be made as the situation requires.

#### 5.4.2 Emergency Operations Center Location

Primary and alternate EOC locations are identified as:

1. **The primary location for the County EOC is:**
  - **Crook County Sheriff's Office EOC**  
**4550 SW Airport Rd, Prineville Oregon**
2. If necessary, the alternate location for the County EOC is:
  - Crook County Sheriff's Office  
260 NW 2<sup>nd</sup> St. Suite 100, Prineville Oregon
3. If the primary or secondary EOC is not viable, any facility that meets the needs of the Emergency Management Director or Coordinator may be utilized

To avoid jeopardizing operations, the EOC must be located away from dangers associated with the event.

#### 5.4.3 EOC Staffing

Staffing for the EOC will primarily come from County and City departments. Because of limited staffing resources, the County and City may jointly staff the EOC. The County and City also agree that the County EOC Controller is responsible for managing the staff needs of the EOC. The EOC Controller will call in staffing from County and City departments as he/she deems appropriate for the scale of the operation. All staff for either jurisdiction that are not otherwise directly involved in on-scene response

or high priority essential continuity of governments functions may be called in to staff functions within the EOC.

All County and City departments will cooperate to plan and identify staff that will be trained to support EOC functions. The County EOC Controller will coordinate with County and City departments to develop and maintain a roster of staff that may be assigned to the EOC in the event of EOC activation. Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff 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 efficiency and add depth to existing County emergency management and response organizations.

#### **5.4.4 EOC Security**

Identification procedures for authorized personnel at the County EOC will be established by the Emergency Management Coordinator. All EOC staff will be informed of security procedures and identification requirements. During EOC activation, an assigned Security Coordinator will be responsible for providing security and restricting access to the EOC by only allowing EOC staff and persons with official business to enter the facility.

#### **5.4.5 EOC Staff Support Services**

The Emergency Management Coordinator is authorized to make necessary arrangements to provide the following support services to EOC staff:

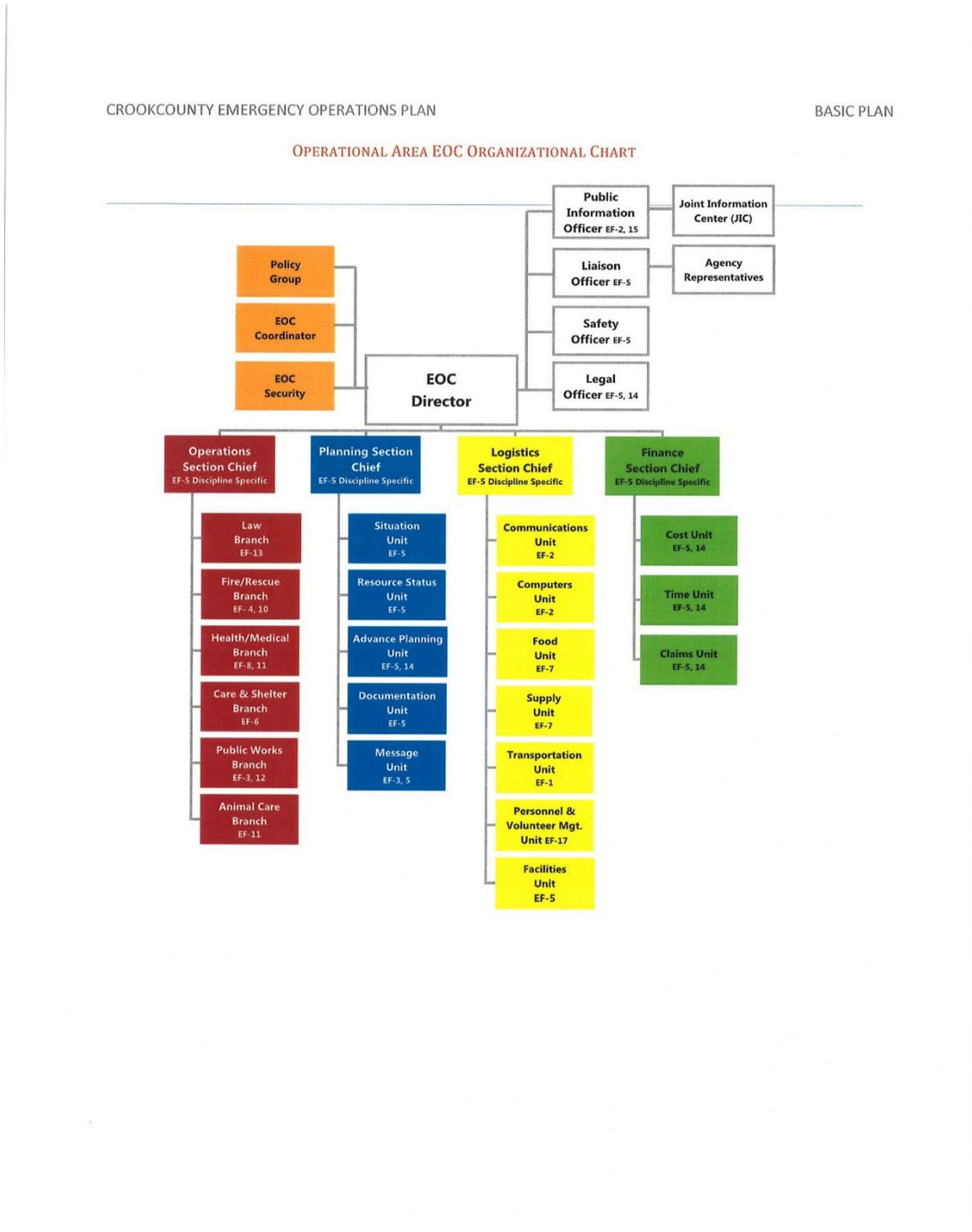
- Sleeping arrangements
- Dining facilities
- Toilet facilities
- Clerical assistance

#### **5.4.6 Incident Command System**

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, and 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 system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit, to a major emergency involving several agencies and spanning numerous jurisdictions. A transitional ICS organizational chart for the County is presented in Figure 5-1.

Figure 5-1 Example of an ICS for Crook County



In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is imperative that all primary and alternate EOC staff be trained on ICS functions other than those in the area of their expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations. *See ESF 5 – Information and Planning for more detailed information on the County’s EMO command structure.*

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. This is implemented on a department-by-department basis. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and Command and General Staff.

## 5.5 Command Staff

### 5.5.1 EOC Director

The EOC Director (Coordinator) is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Director is responsible for:

- Approving and supporting the implementation of an Incident Action Plan (IAP);
- Coordinating activities supporting the incident or event.
- Approving releases 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

### 5.5.2 Safety Officer

The Safety Officer is generally responsible for:

- Identifying initial hazards, determining PPE requirements, and defining decontamination areas.
- Implementing site control measures,
- Monitoring and assessing the health and safety of response personnel and support staff (including EOC staff).
- Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns, as necessary.
- Exercising emergency authority to prevent or stop unsafe acts.

### 5.5.3 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies, tribal entities, political officials, and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating releases of information to incident personnel, media, and the general public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, establishing and staffing a Joint Information Center (JIC).
- Implementing information clearance processes with the IC.
- Conducting and/or managing media briefings and implementing media monitoring activities.

### 5.5.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services (the ARC). The liaison role typically includes:

- Serving as the point of contact for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for the city governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the city EOC or other designated facility where response efforts will be coordinated.

## 5.6 General Staff

### 5.6.1 Operations Section

The position of Operations Chief is typically filled by the lead agency managing response activities for a specific type of incident. The operations section is typically organized into functional units representing agencies involved in tactical operations. Thus, typical agencies included in the operations section are:

- Fire (emergencies dealing with fire, earthquake, rescue, or hazardous materials);
- Law enforcement (incident(s) 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); and

- Public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse).

In addition, private entities, companies, and non-governmental organizations may support the operations section.

The Operations Chief is responsible for:

- Providing organizational support and directing the implementation of unit operational plans and field response activities;
- Developing and coordinating tactical operations to carry out the IAP;
- Managing and coordinating various liaisons representing community response partners and stakeholders;
- Directing tactical implementation of the IAP; and
- Requesting resources needed to support the IAP.

### 5.6.2 Planning Section

The planning section is responsible for forecasting the future needs and events of the response effort while ensuring that the implementation of appropriate procedures and processes is accomplished. This section is typically supported by four primary units:

- Resources
- Situation
- Documentation
- Demobilization

The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident and providing a status summary;
- Preparing and disseminating the IAP;
- Conducting planning meetings and developing alternatives for tactical operations; and
- Maintaining resource status.

### 5.6.3 Logistics Section

The logistics section is typically supported by units including:

- Supplies
- Food
- Communications
- Medical
- Facilities
- Ground Support

Depending on the type and size of the incident, these units can be divided into two branches, Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel;
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel;
- Estimating future support and resource requirements; and
- Assisting with the development and preparation of the IAP.

#### 5.6.4 Finance/Administration Section

The finance/administration section is specific to the incident type and severity of impacts that result. In some instances, agencies may not require assistance, or only a specific function of the section is needed, which can be staffed by a technical specialist in the planning section. Potential units assigned to this section include: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

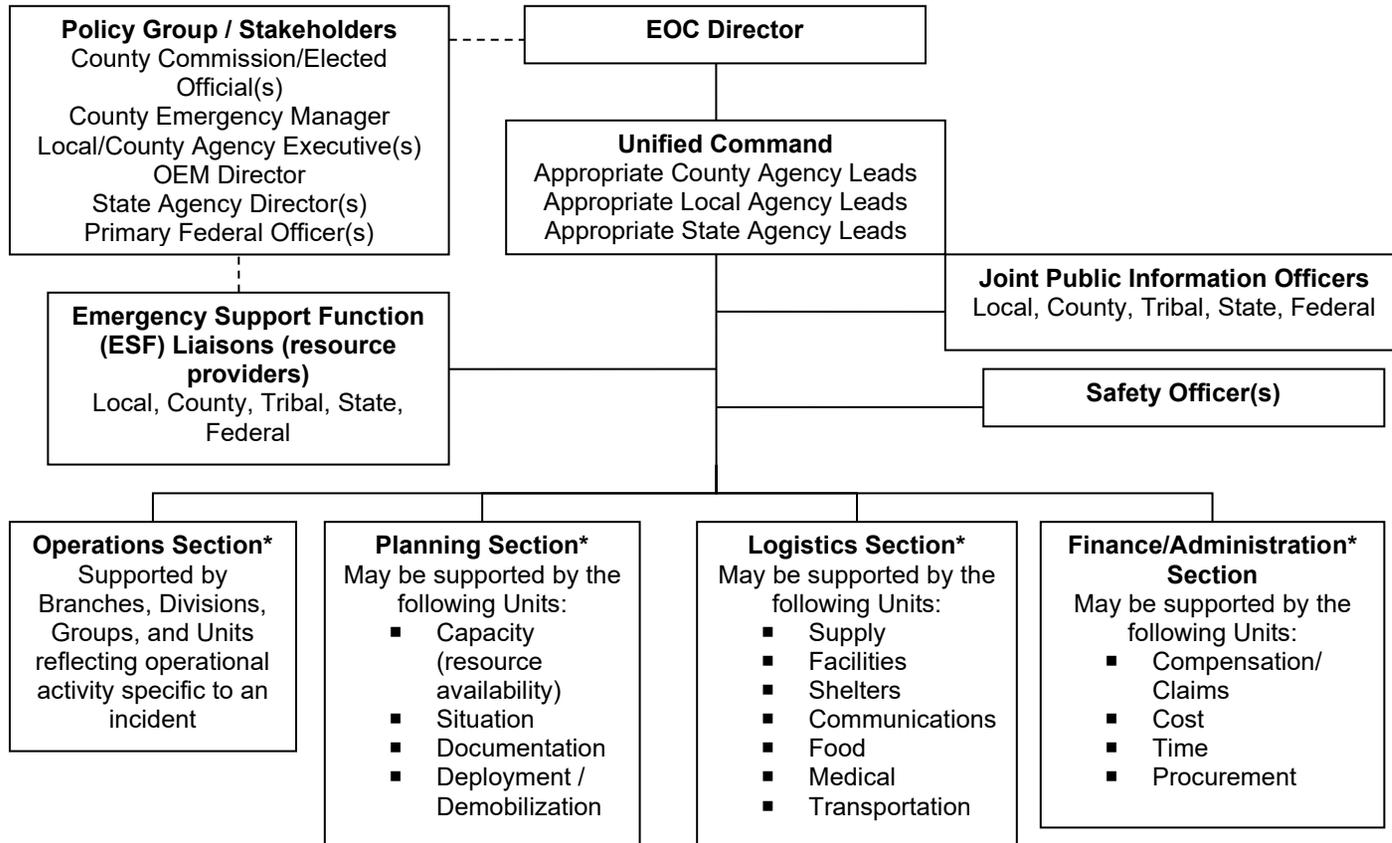
- Monitoring costs related to the incident;
- Maintaining accounting, procurement, and personnel time records; and
- Conducting cost analyses.

### 5.7 Unified Command

In large-scale incidents, Crook County will likely operate using a unified command structure, as there may be several organizations that share response authority. ICS has the advantage of combining different local, county, regional, state, and federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided as needed. In smaller situations that do not require additional persons, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for the County. This provides operational flexibility to expand or contract staffing depending on the incident's nature and size.

Figure 5-2 Example Unified Command Structure for Crook County



\*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

## 5.8 Demobilization Procedures/Recovery Goals and Objectives

After an emergency, recovery actions will be taken by the County to restore government function and community services to a level existing prior to the emergency. For the short-term, recovery may mean 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. In addition, ESF 14 summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the county following a disaster.

The Recovery Strategy for Crook County addresses the following topics:

- Responsibilities and procedures for damage assessment;
- Request procedures for recovery assistance;
- Redevelopment planning;
- Public information on available recovery assistance; and
- Capturing and implementing lessons learned.

# 6. Plan Development, Maintenance and Implementation

## 6.1 Plan Review and Maintenance

At a minimum, the EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the County Emergency Management Coordinator and will include participation by members from each of the departments assigned as lead agencies in this plan and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in this plan.
- Evaluate the procedures outlined in this plan to ensure their continued viability.

In addition, the Crook County emergency preparedness partners should also become involved in the review. Lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be submitted to:

Crook County Emergency Management  
Crook County Sheriff's Office  
260 NW 2<sup>nd</sup> St. Suite 100  
Prineville, Oregon 97754

## 6.2 Training Program

The Emergency Management Coordinator specifically coordinates training for County personnel and encourages departments to have their staff participate in training hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff. NIMS identifies these positions as follows:

- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel

- Other emergency management response personnel
- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for the County’s emergency personnel.

<b>Table 6-1 Minimum Training Requirements</b>	
<b>Emergency Personnel</b>	<b>Training Required</b>
Emergency Manager / EOC Director	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800, 230, 235, 240, 241, 242, 244, 247, 318, 393, 634, 800 series, IC, OSC, PSC, LSC
Incident Commanders	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700, -701, -703, -704 (-702 for PIOs)
All other EOC personnel and first responders	ICS-100, -200 IS-700, -701, -703, -704
All other emergency response personnel, including volunteers	ICS-100, ICS-200 IS-700
<i>Independent study courses can be found at <a href="http://training.fema.gov/IS/crslst.asp">http://training.fema.gov/IS/crslst.asp</a>.</i>	

### 6.3 Exercise Program

The County will conduct exercises to test and evaluate the EOP. Whenever feasible, the County will coordinate with the City of Prineville, neighboring jurisdictions, and State and Federal governments 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 procedures and tools to develop, conduct, and evaluate these exercises. Information on this program can be found at <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>.

The Emergency Management Coordinator will work with other County departments, and will coordinate with other local responder agencies, to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

## 6.4 Event Critique and After-Action Reporting

In order to document and track lessons learned from exercises, the Emergency Management Coordinator will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Management Coordinator will also coordinate an After Action Report describing the objectives of the exercise and documenting the results of the evaluation.

Similarly, reviews and After Action Reports will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of the County.

## 6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The County is actively involved with community preparedness and recognizes that citizen preparedness and education are vital components of the County’s overall readiness.

The County maintains a webpage for emergency management that includes preparedness planning information, contact information, plans, and links to other important sites. The County’s Emergency Management website is located at:

<https://co.crook.or.us/sheriff/page/emergency-management>

# **ANNEX A**

## **Crook County Emergency Declaration Ordinance 2003-66**

### **Declaration of Emergency Templates**

- **Crook County**
- **City of Prineville**

**Ordinance # 2003-66**  
**Crook County Local Emergency Declaration**

**BEFORE THE BOARD OF COMMISSIONERS OF CROOK COUNTY**

In the matter of ordering procedures for emergency response by county government (order 2003-66);

WHEREAS, the County BOC is desirous that an efficient and rapid response system be in place to manage emergencies within the border of the county, and

WHEREAS, Oregon Revised Statutes include a variety of provisions related to the role of local government in emergency management which are not codified in a single statute, and

WHEREAS, existing county ordinances and procedures do not encompass necessary delegations of authority which will allow the County government to respond in a timely manner to an actual emergency in the event of the unavailability of members of the governing body, and

WHEREAS, ORS 401.309 authorizes local government to establish by ordinance or resolution procedures to prepare for or carry out emergency prevention, response and recovery, and

THEREFORE BE IT RESOLVED AND ORDERED BY THE COUNTY BOC:

**Section 1. Emergency defined**

For purposes of this ordinance, Crook County adopts the definition of emergency at ORS 401.025 codified in 2001 as follows: "Emergency means any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, crisis influx of migrants unmanageable by the county, civil disturbance, riot, sabotage and war."

**Section 2. Emergency declarations**

In the event of an emergency as defined in section 2 the Crook County BOC may declare the existence of a state of emergency pursuant to ORS 401.309 and may order such measures and activities as it may deem necessary and proper to prevent, minimize, respond to or recover from an emergency.

**Section 3. Role of the State; County to request assistance on behalf of cities**

(1) In the event that the County BOC shall determine that State assistance is needed to respond to an emergency which has occurred or is imminent, the County BOC or any officer thereof shall forward to the Office of Emergency Management a request for a declaration of emergency by the Governor, pursuant to ORS 401.055. Such request shall be in writing, shall be signed by at least one member of the County BOC acting on behalf of the County and shall include a certification that all local resources have been expended and a preliminary assessment of property damage or loss, injuries and/or deaths.

(2) Pursuant to ORS 401.055, the County BOC or any member thereof acting with the authority of the BOC shall upon written request of the Mayor of the City of Prineville or other official acting with authority of the Prineville City Council, the Prineville City Manager or the Prineville Chief of Police, request a declaration of emergency as provided for in subsection 1. Prior to making such request, the County shall receive from the City official making such request a statement a certification that all local

resources have been expended and a preliminary assessment of property damage or loss, injuries and/or deaths.

**Section 4. Open Meetings Law Notice provisions suspended**

As authorized by ORS 192.640 (3), in the event of an actual emergency requiring that the BOC consider a declaration of emergency, such members of the Board as may be available shall assemble or meet via telephone giving only such notice to the media and public as may be appropriate to the circumstances, including less than 24 hours' notice, but the governing body shall keep minutes of such meeting and record in its minutes the justification for any meeting which occurs with less than 24 hours' notice.

**Section 5. Individual commissioners authorized to act for the governing body**

In the event that the governing body may not be convened due to emergency circumstances or physical unavailability of two or more commissioners within the borders of the county and lack of availability of two or more commissioners via telephone, any one member of the County BOC may act on behalf of the full Board, and his or her actions shall have the same effect and be legally and contractually binding as if issued by the entire Board. Notwithstanding the foregoing, however, no member of the Board shall act without first ascertaining that the other members cannot be contacted or are otherwise unavailable to respond to the emergency, and any actions taken by an individual member of the Board in the name of the entire governing body in order to be valid shall be undertaken only on written advice of at least two of the following:

- Crook County Sheriff or his or her designee, including the Emergency Management Coordinator
- City of Prineville Chief of Police or his or her designee
- Chief of the Crook County Rural Fire Protection District or his or her designee
- Crook County Director of Public Health or his or her designee
- Crook County Director of Environmental Health or his or her designee
- Crook County Building Official or his or her designee
- Crook County Road master or his or her designee
- Crook County Counsel

Whenever an individual commissioner acts in the name of the governing body, he or she shall keep or cause to be kept a record of the efforts to contact his or her fellow commissioners, a record of decisions made and a record of the advice received from the above officials, which record shall be entered into the Crook County Commissioners Journals.

**Section 6. Order of precedence among commissioners in convening and acting for the governing body**

Emergency response personnel seeking a declaration of emergency from the County governing body shall first attempt to contact the County Chairperson, who shall convene a meeting of the BOC, if in his or her judgment such meeting is warranted. If the County Chairperson is not immediately available in person or via telephone, emergency response personnel shall then contact the senior commissioner, who shall convene a meeting of the Board, if in his or her judgment such meeting is warranted. If neither the Chairperson nor the Senior Commissioner may be contacted, the remaining commissioner shall be authorized to act individually on behalf of the Board as provided for in Section 5, or likewise if only the Chairperson or the Senior Commissioner is available, he or she shall likewise be authorized to act on behalf of the Board as provided for in Section 5.

**Section 7. Limited duration of authority for a single commissioner to act for the governing body**

The authority of an individual member of the governing body to act on behalf of the full body shall only extend during the period in which no other members of the governing body can be located and are physically unavailable within the borders of the county and are not available via telephone. At the earliest opportunity, a quorum of the Board or the full Board shall convene to assume decision-making responsibility.

**Section 8. Authority to act in the absence of the governing body**

If due to emergency circumstances or physical unavailability of two or more commissioners within the borders of the county or lack of availability of two or more commissioners via telephone, the County Sheriff or his designee is authorized to act on behalf of the governing body until such time as a member of the governing body may be located.

**Section 9. Delegation of the authority of the Chief Executive of the County in regard to the Emergency Conflagration Act**

Pursuant to ORS 477.530, the County Chairperson, as Chief Executive of the County, shall make available as ordered by the Governor such fire-fighting forces and equipment as may be under the county’s control on a loaned and reimbursed basis.

In the absence or unavailability of the County Chairperson, the authority to assign such equipment and forces shall be delegated to the next most senior commissioner available.

**Section 10. Effective date and duration of this order**

This resolution/order shall become effective upon passage and shall remain in effect until repealed or modified by the County BOC.

DATED this 1st day of February, 2025

BRIAN BARNEY, COUNTY CHAIRPERSON  
SUSIE HERMRECK, COUNTY COMMISSIONER  
SETH CRAWFORD, COUNTY COMMISSIONER

(Template for County to State)

**DECLARATION OF STATE OF EMERGENCY**  
BEFORE THE COUNTY BOARD OF COMMISSIONERS  
FOR CROOK COUNTY, OREGON

In the Matter of Declaring        )  
A State of Emergency within     )  
Crook County                        )

**RESOLUTION**

This matter came before the County Court at an emergency meeting on \_\_\_\_\_,  
involving an emergency situation created by \_\_\_\_\_ (*Specify incident*); and

WHEREAS, \_\_\_\_\_; and  
(*Date/time of occurrence; cause of incident*)

WHEREAS, \_\_\_\_\_; and  
(*Specify location of incident and effects*)

WHEREAS, \_\_\_\_\_; and  
(*Specify location of incident and effects*)

WHEREAS, the following conditions, \_\_\_\_\_ (*Specify conditions*) \_\_\_\_\_ exist in the  
impact area; and

WHEREAS, the County EOC has been implemented and emergency service responders are  
\_\_\_\_\_ (*Describe response*).

NOW THEREFORE, BE IT RESOLVED that the County BOC, under the emergency powers granted by ORS  
401.305, declares that a State of Emergency exists within Crook County due to the fact that local  
resources have been exhausted. Further, Crook County's Emergency Services is hereby directed to take  
all necessary steps authorized by law to secure the persons and property of the citizens of Crook County.

State assistance is requested immediately and includes the following:

- \* \_\_\_\_\_
- \* \_\_\_\_\_
- \* \_\_\_\_\_

Dated at Prineville, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_

CROOK COUNTY BOC

\_\_\_\_\_  
County Chairperson

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

(Template for City to County)

**DECLARATION OF EMERGENCY  
BEFORE THE CITY COUNCIL  
FOR THE CITY OF PRINEVILLE, OREGON**

To: \_\_\_\_\_ (Name) \_\_\_\_\_,  
Crook County Office of Emergency Management  
From: \_\_\_\_\_ (Name) \_\_\_\_\_,  
City of Prineville, Oregon

At \_\_\_\_\_ (time) on \_\_\_\_\_ (date), a/an \_\_\_\_\_  
(description of emergency incident or event type) occurred in the City of Prineville threatening life and property.

The current situation and conditions are:

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

The geographic boundaries of the emergency are:

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

I DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF PRINEVILLE AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. I RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_ Date & Time: \_\_\_\_\_

*This request may be passed to the County via radio, telephone, or FAX. The original signed document must be sent to the County Emergency Management Office, with a copy placed in the final incident package.*

# **ANNEX B**

## **Incident Command System Forms**

## Index of Incident Command System (ICS) Forms

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-In List
ICS Form 213	General Message
ICS Form 213 RR	Resource Request Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 230	Daily Meeting Schedule
ICS Form 233	Open Action Tracking

*\* Copies of these ICS forms are kept in the Crook County Emergency Operations Center.*

# **ANNEX C**

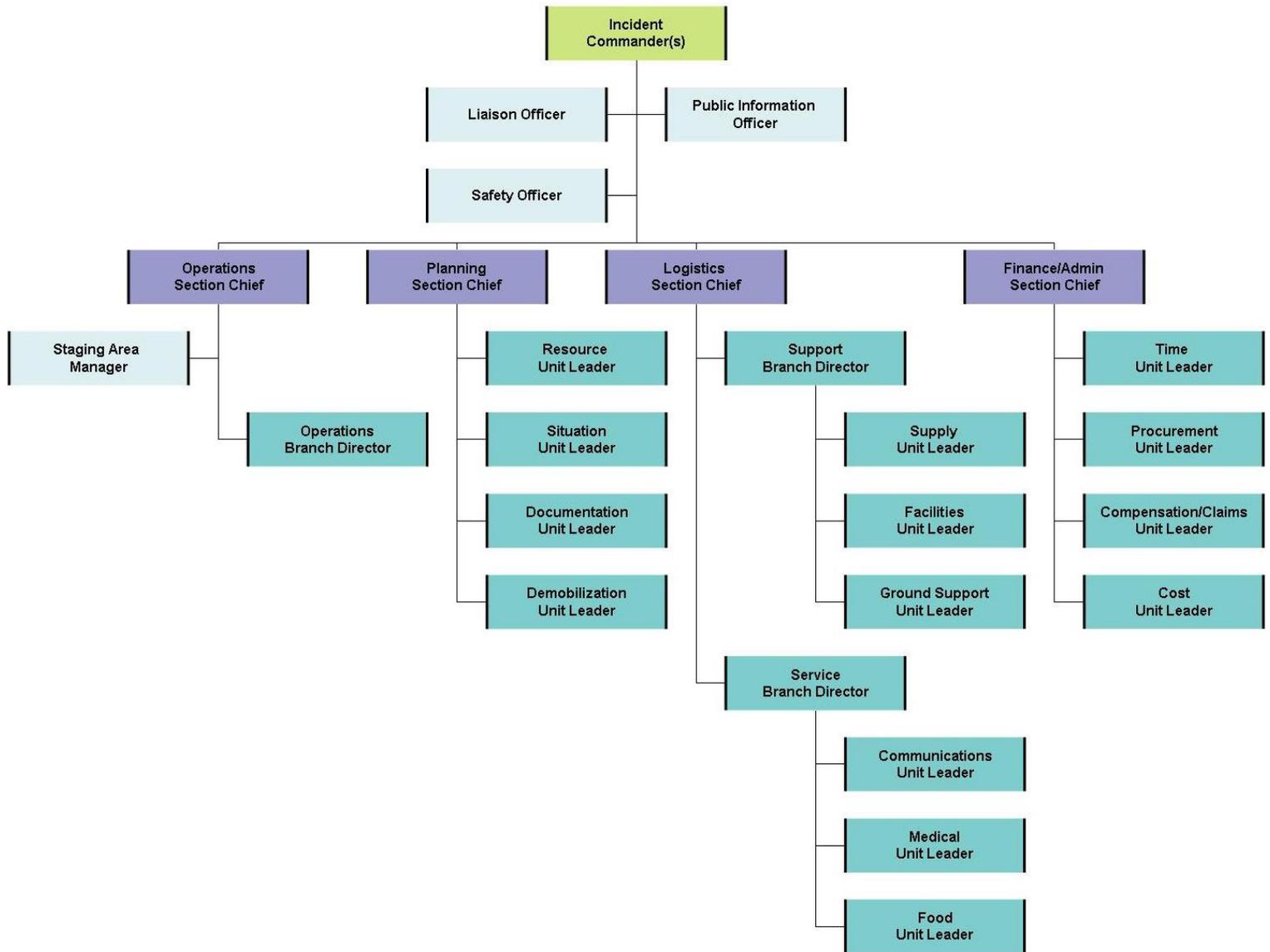
## **Emergency Operations Center Position Checklists**

## Index of EOC Position Checklists

The following checklists are included in this appendix.

1. Communication Unit Leader Checklist
2. Compensation/Claims Unit Leader Checklist
3. Cost Unit Leader Checklist
4. Demobilization Unit Leader Checklist
5. Documentation Unit Leader Checklist
6. Facilities Unit Leader Checklist
7. Finance/Administration Section Chief Checklist
8. Food Unit Leader Checklist
9. Ground Support Unit Leader Checklist
10. Incident Commander Checklist
11. Liaison Officer Checklist
12. Logistics Section Chief Checklist
13. Medical Unit Leader Checklist
14. Operations Branch Director Checklist
15. Operations Section Chief Checklist
16. Planning Section Chief Checklist
17. Procurement Unit Leader Checklist
18. Public Information Officer Checklist
19. Resources Unit Leader Checklist
20. Safety Officer Checklist
21. Service Branch Director Checklist
22. Situation Unit Leader Checklist
23. Staging Area Manager Checklist
24. Supply Unit Leader Checklist
25. Support Branch Director Checklist
26. Time Unit Leader Checklist

Figure C-1 EOC Position Organizational Chart



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# **ANNEX D**

## **Mutual Aid Agreements**

## **Mutual Aid Agreements**

Copies of mutual Aid agreements entered into by the County are included here.

*In addition to County mutual aid agreements, the County may partner with the City of Prineville, Crook County Fire and Rescue, or other agencies, districts, or departments to identify mutual aid partners within the County.*

---

### **2014**

#### **Inter-County Omnibus Mutual Aid Agreement**

This agreement enables the undersigned counties to provide Emergency Assistance to each other during an emergency. Assistance can include personnel, equipment, materials and other support.

---

### **2013**

#### **American Red Cross Memorandum of Understanding (MOU)**

This purpose of this Memorandum of Understanding (MOU) is to define a working relationship with the Red Cross and Crook County, in preparing for and responding to disasters. The MOU provides a broad framework for cooperation and support in assisting individuals and families who have been impacted by disaster.

---

### **2023**

#### **COIC- Tri County Agreement**

The purpose of this agreement is to provide the legal framework and establish procedures and conditions for making COIC-owned vehicles and COIC operators available to the County Emergency Management divisions for deployment during declared emergencies and disasters. This agreement includes Crook, Deschutes, and Jefferson counties.

---

### **2014**

#### **Oregon Office of Emergency Management Air Resource Agreement**

This agreement establishes and maintains a program for the air search and rescue of lost aircrafts and persons and for the air support of other emergency situations, to include the ability for OEM to use money in the Oregon Aviation Search and Rescue Account.

**2022**

**Oregon Resources Coordination Assistance Agreement (ORCAA)**

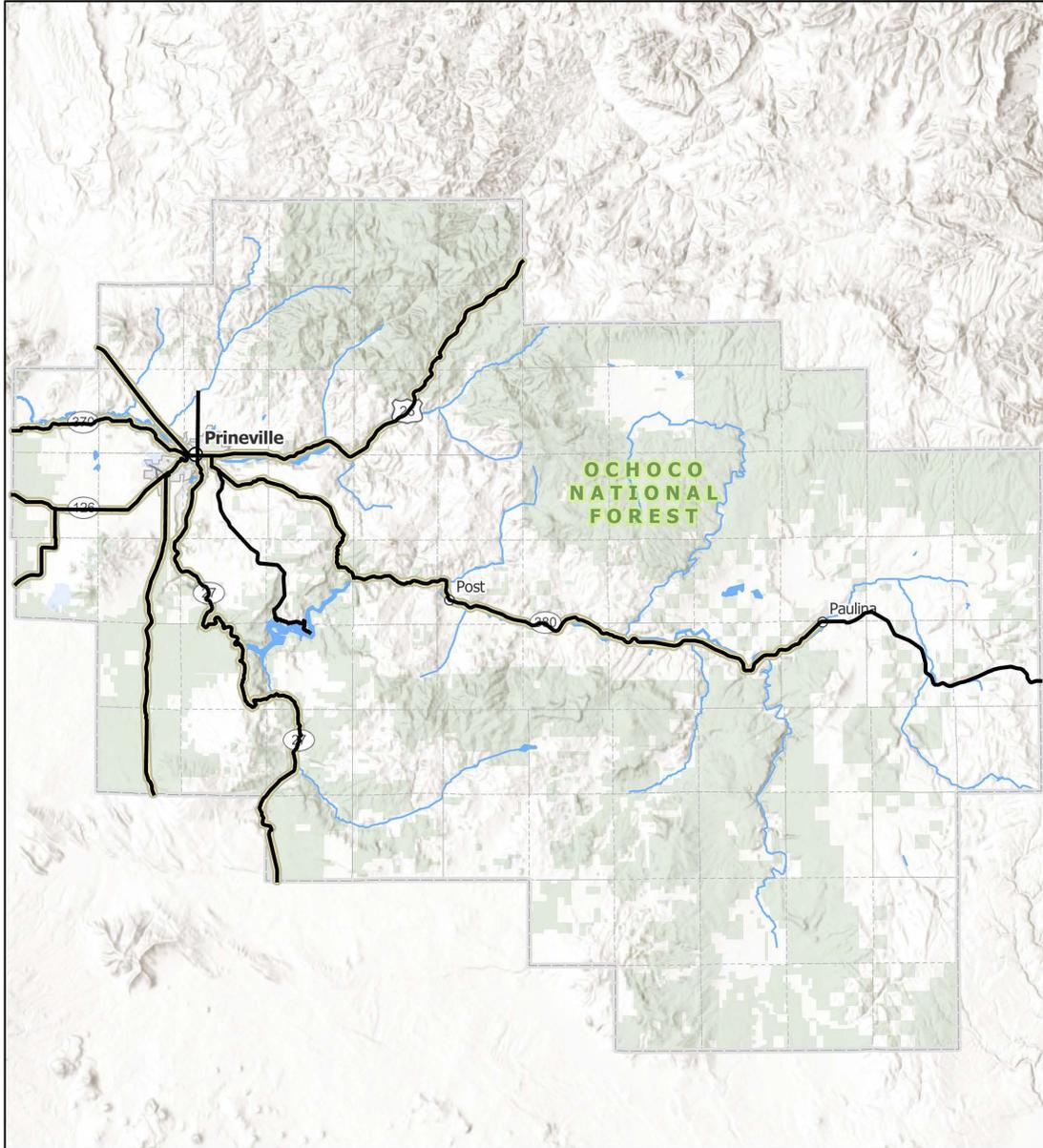
Under the Oregon Resource Coordination Assistance Agreement (ORCAA) member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resources (employees, services, equipment and supplies) of a member jurisdiction may be made available to another member jurisdiction.

# ANNEX E

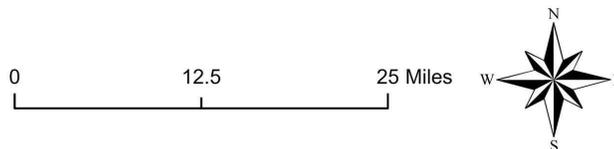
## Maps

The County and the City utilize a geographical information system (GIS) mapping database as the primary source of mapping data.

# Crook County | Overview Map



— Crook County Major Roads and Highways

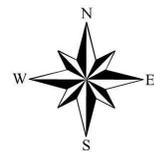
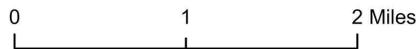
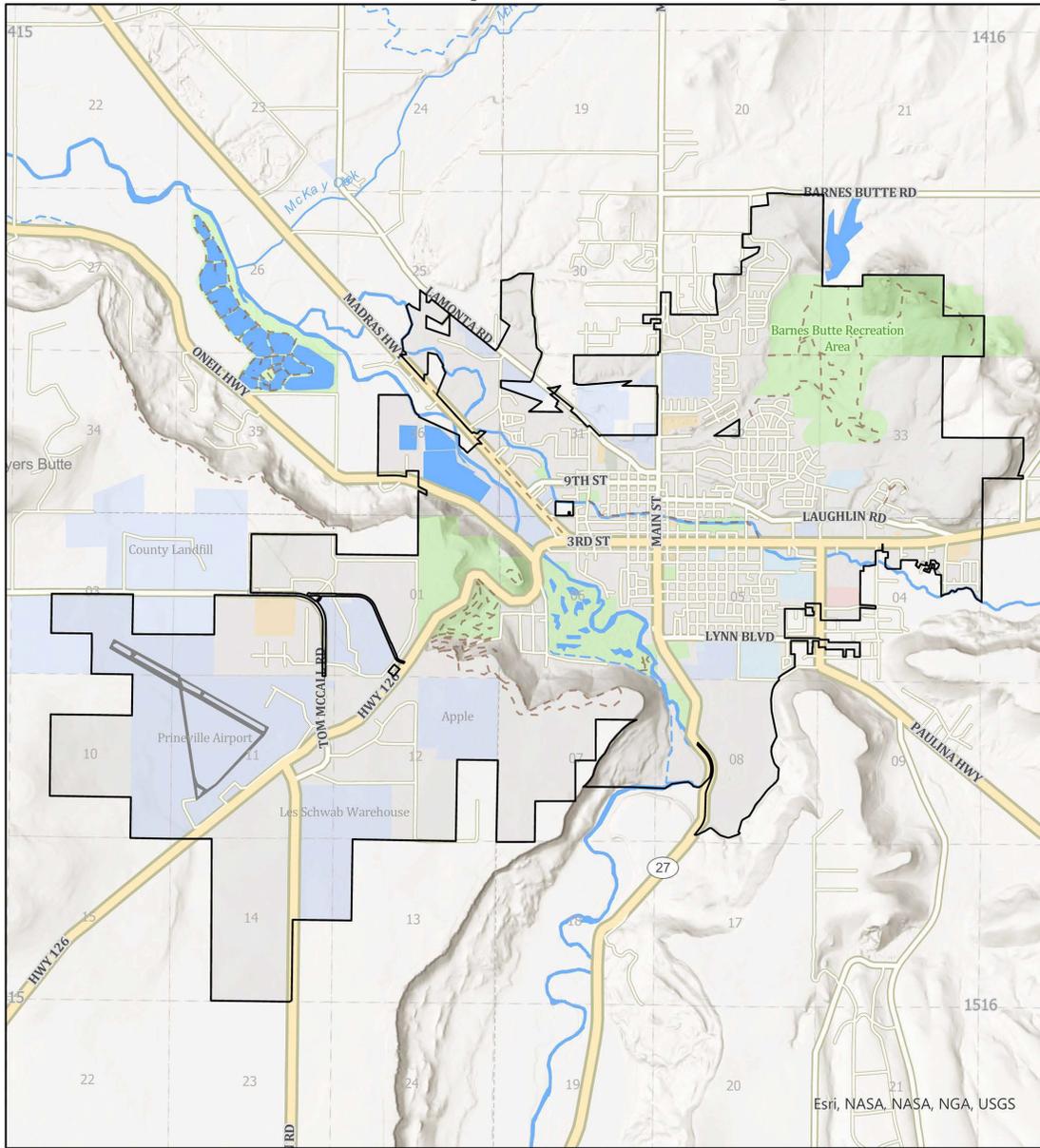


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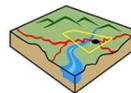


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# Prineville | Overview Map

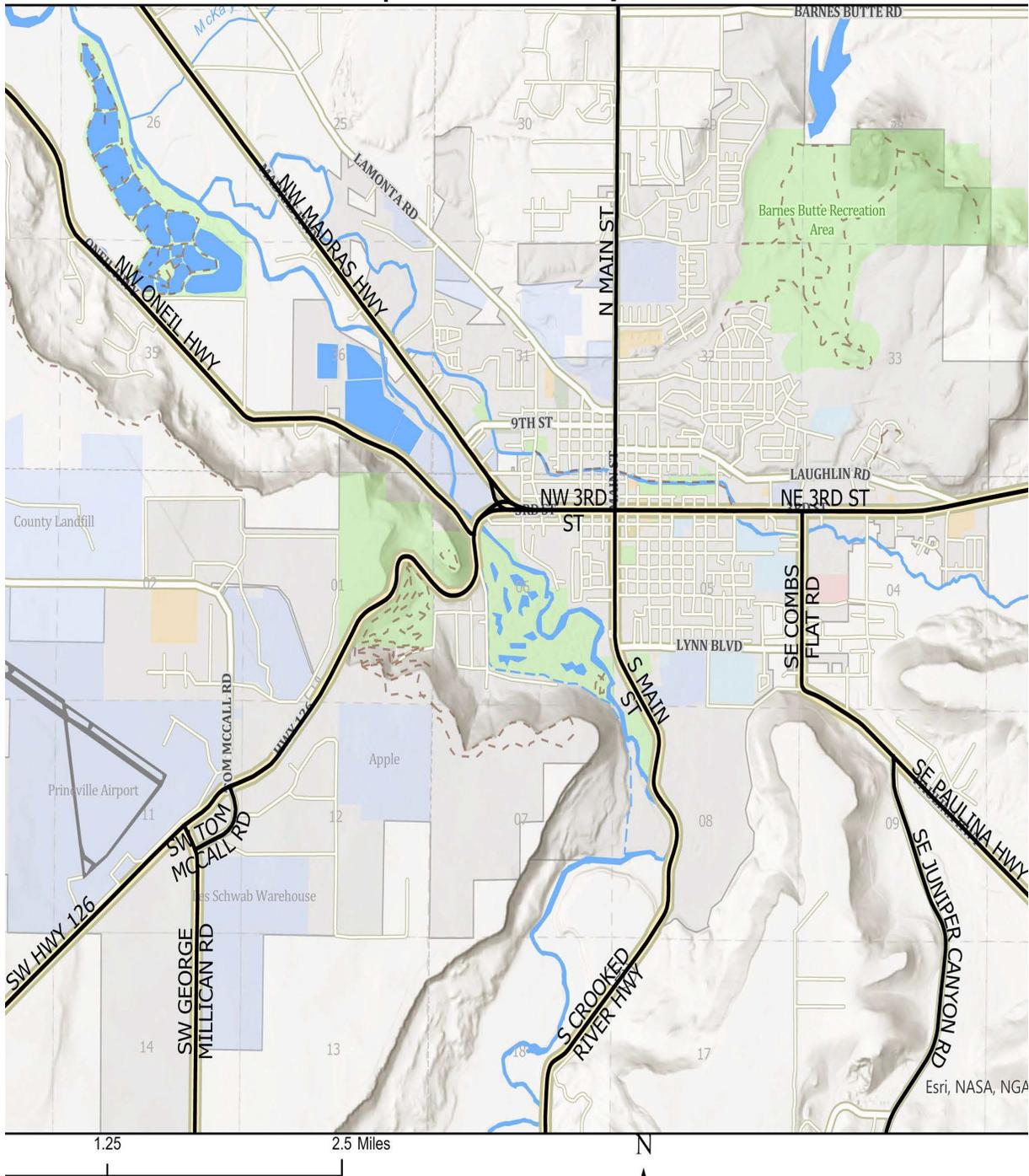


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# Prineville | Overview Map

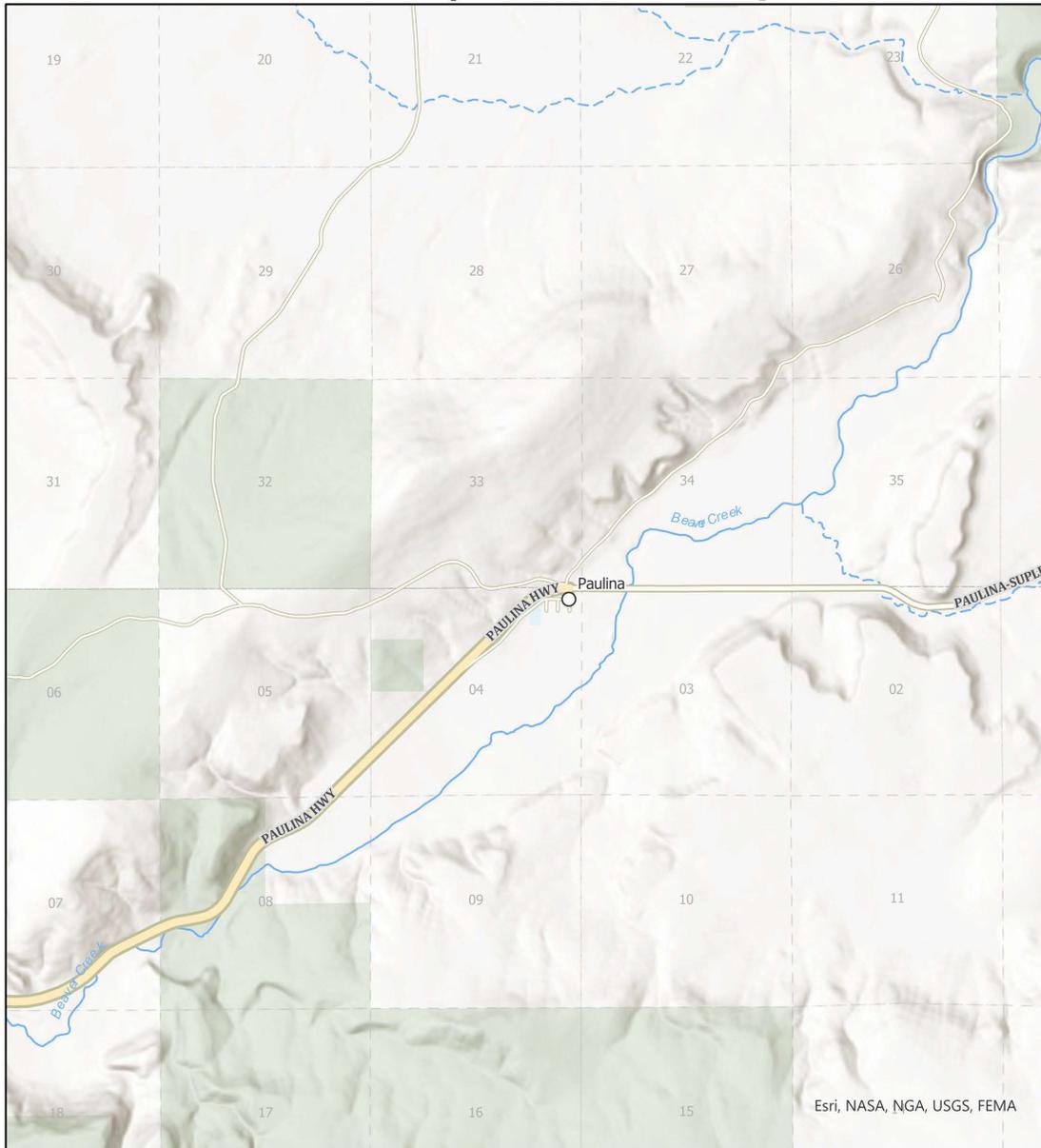


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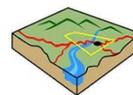


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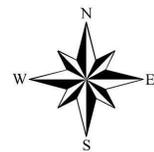
# Paulina | Overview Map



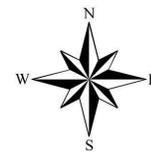
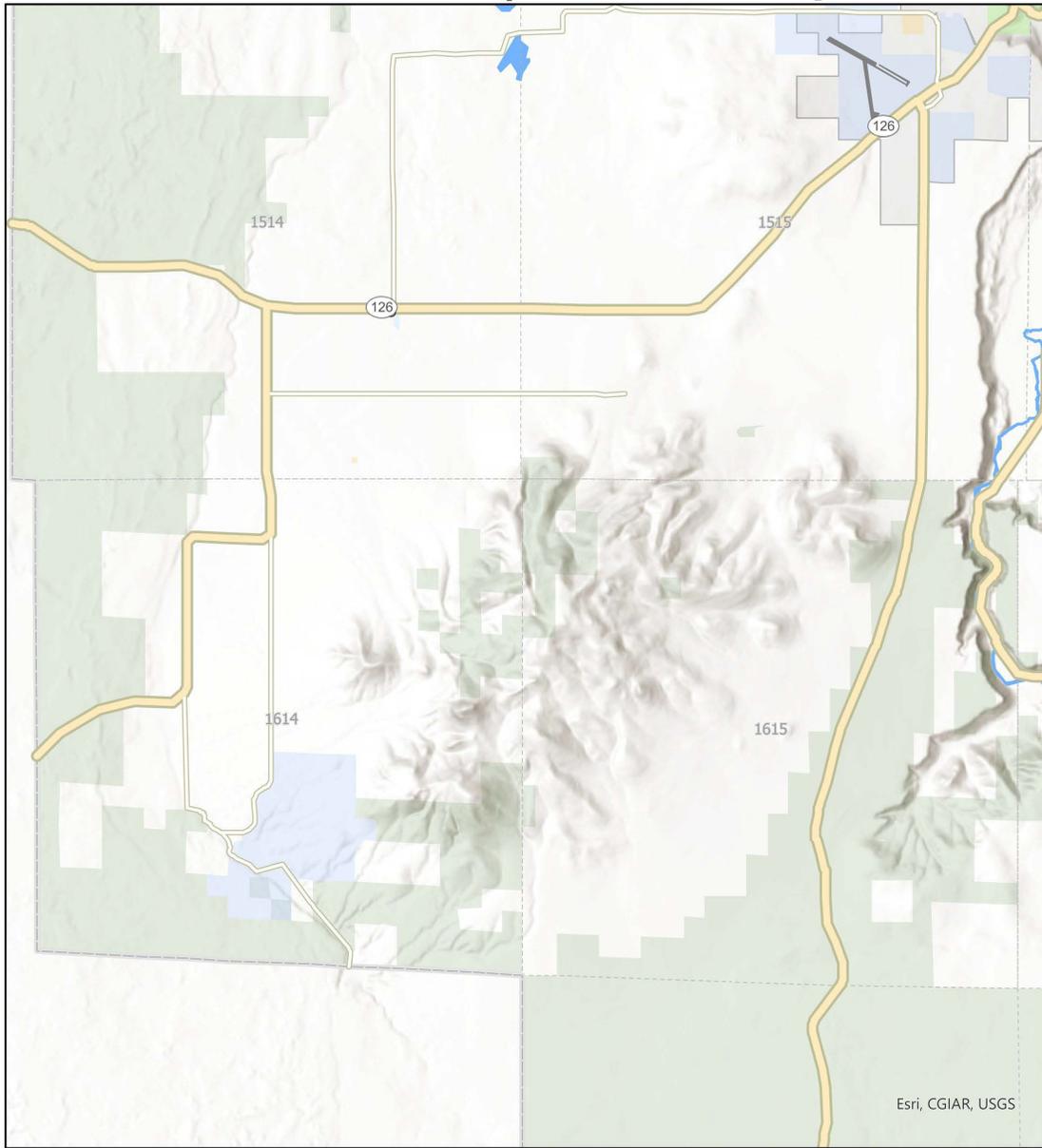
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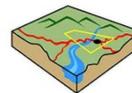
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# Powell Butte | Overview Map

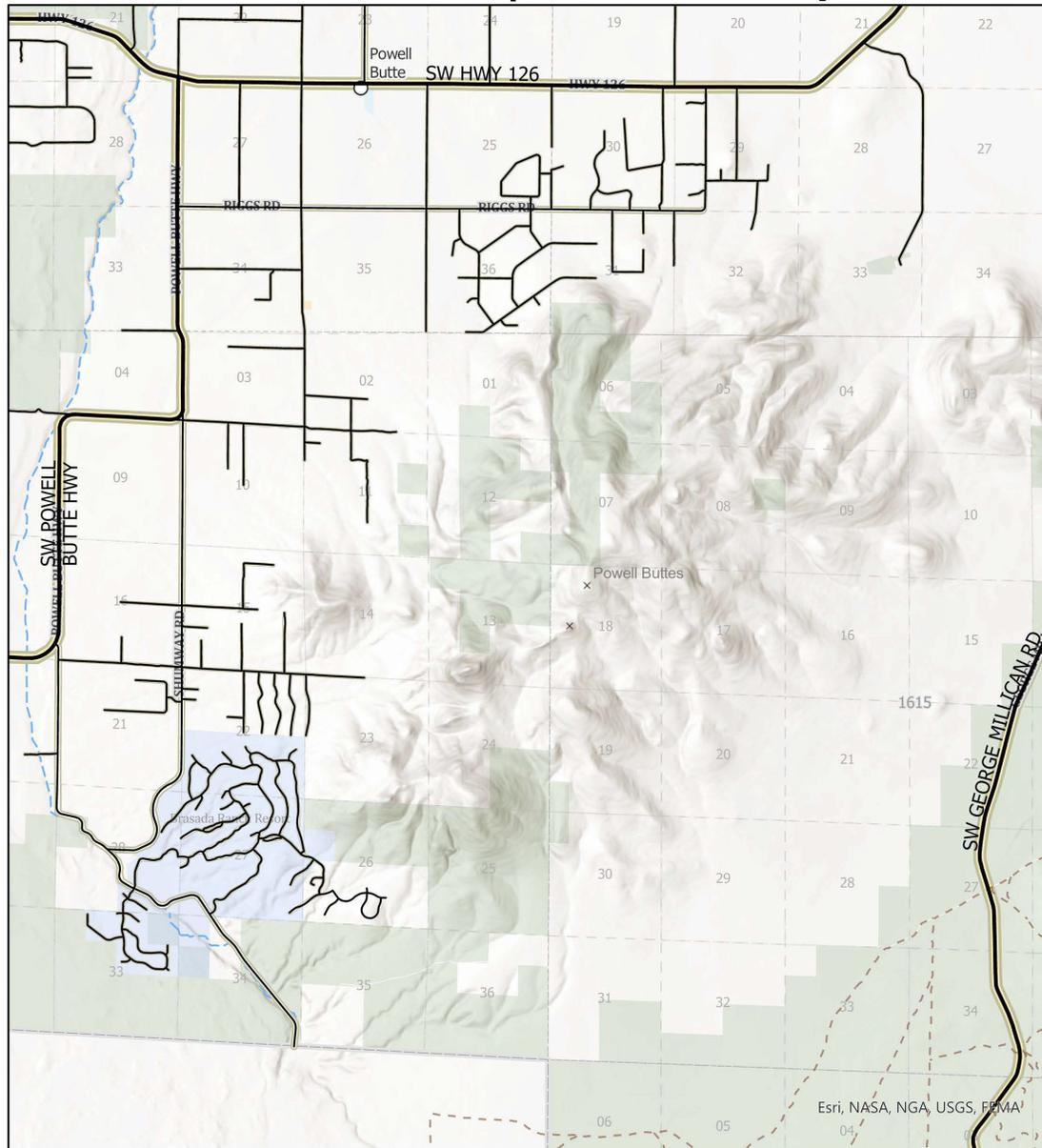


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# Powell Butte | Overview Map

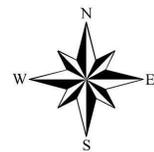
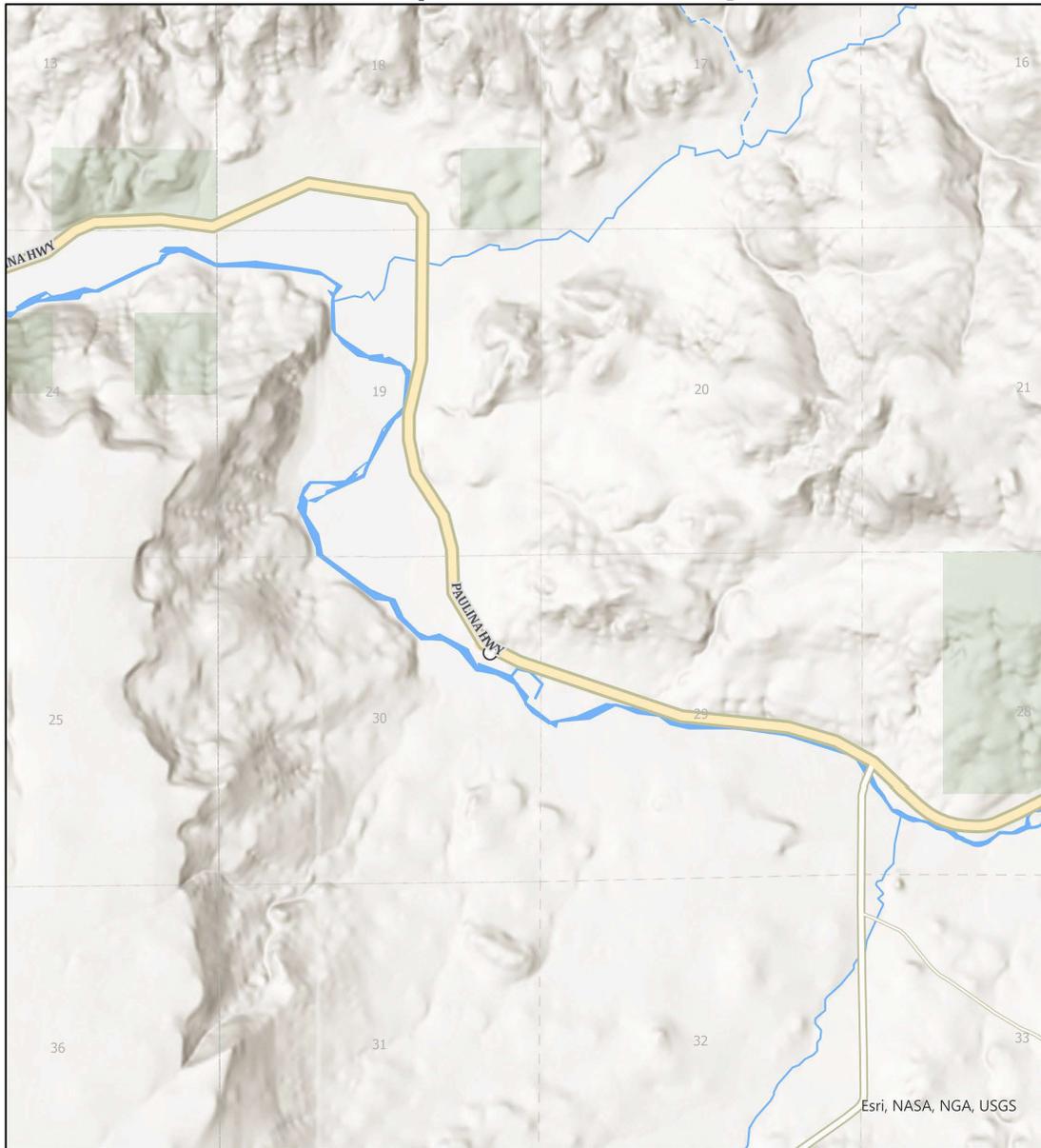


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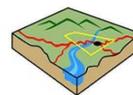


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# Post | Overview Map

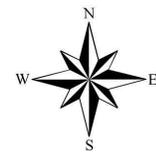
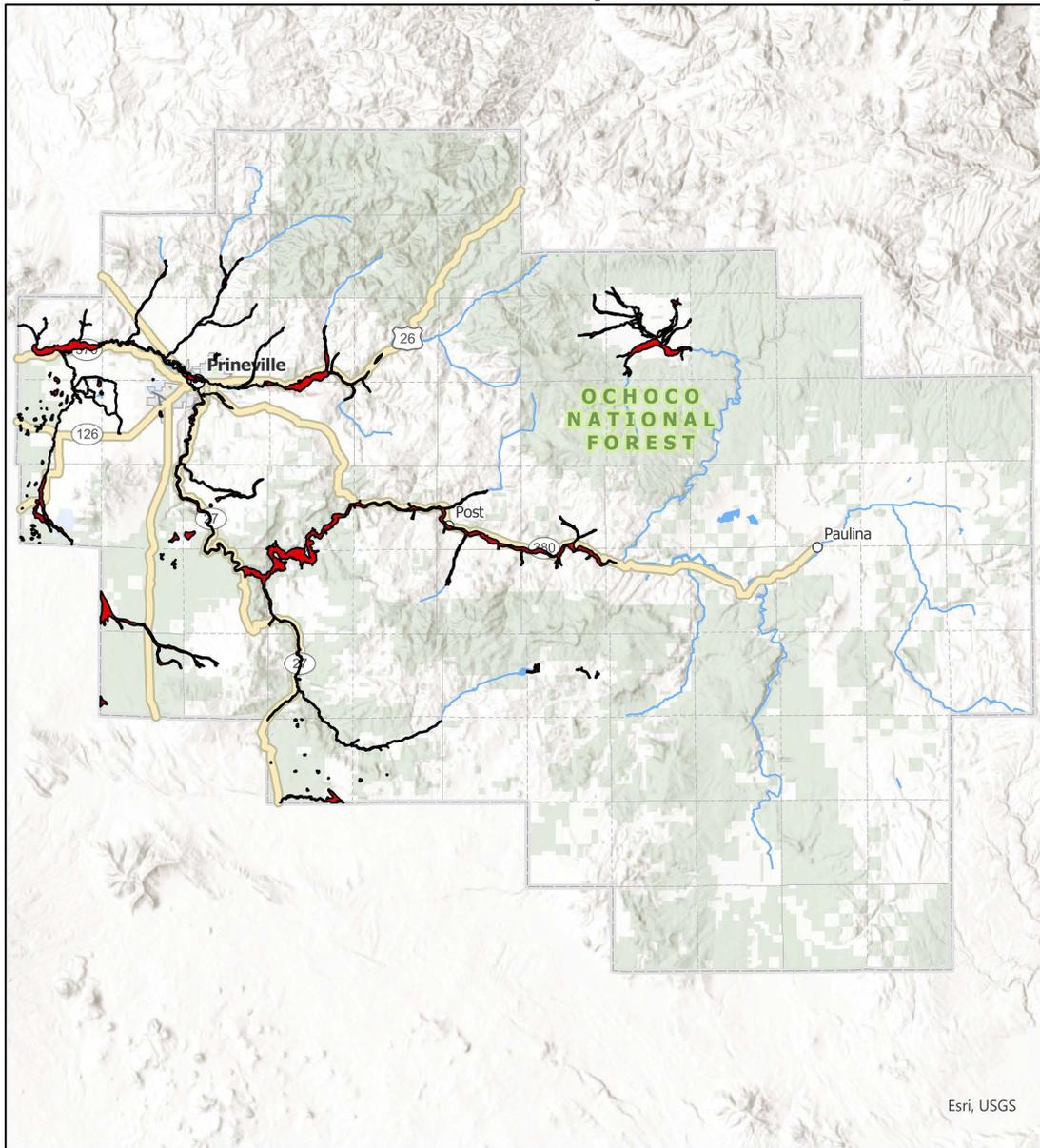


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**Crook County GIS**  
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# 100-Year Flood Plain | Overview Map

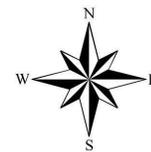
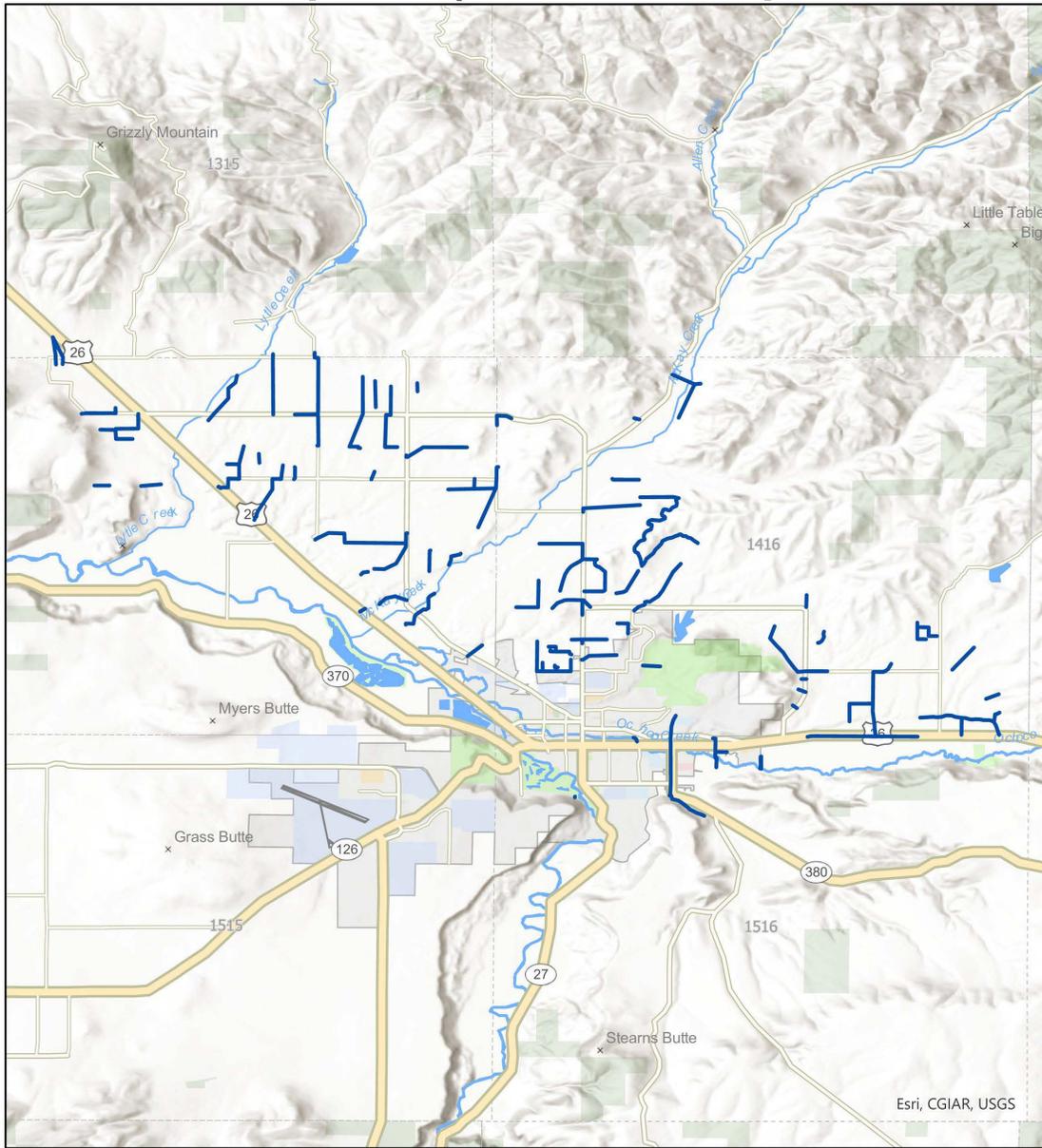


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# Pipeline | Overview Map



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# ANNEX F

## References

## **Federal**

- Public Law 93-234, as amended, Flood Disaster Protection Act of 1973.
- Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- The Code of Federal Regulations, Title 44, Part 206.
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.
- National Response Framework, 2008.
- National Incident Management System, 2008.

## **State**

- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.
- Oregon Revised Statutes (ORS) 401.305 through 401.335.
- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2010.

## **County**

- Refer to Crook County Court Order 2003-66

## **Other**

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

# **ANNEX G**

## **Acronyms and Glossary**

## Acronyms

AOC	Agency Operations Center
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARNAG	Army National Guard
BLM	United States Bureau of Land Management
BOC	Board of Commissioners
BOR	Bureau of Reclamation
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCEM	Crook County Emergency Management
CCFR	Crook County Fire and Rescue
CCSO	Crook County Sheriff's Office
CEMP	Comprehensive Emergency Management Plan
COCAAN	Central Oregon Community Action Agency Network
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CEMP	Comprehensive Emergency Management Plan
CERT	Citizen Emergency Response Team
CFR	Code of Federal Regulations
COG	Continuity of Government
COIDC	Central Oregon Interagency Dispatch Center
COOP	Continuity of Operations Plan
County	Harney County
DEQ	Oregon Department of Environmental Quality
DHS	Department of Homeland Security
ECC	Oregon Emergency Coordination Center
EMP	State of Oregon Emergency Management Plan
EMR	Emergency Management Region
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EM	Emergency Management
EMO	Emergency Management Organization
EMP	Emergency Management Plan
EPA	United States Environmental Protection Agency
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HIVA	Hazard Identification and Vulnerability Assessment
HSPD	Homeland Security Presidential Directive
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LEDS	Law Enforcement Data System
MOC	Medical Operations Center

MOU	Memorandum of Understanding
NCP	National Contingency Plan
NDRF	National Disaster Recovery Framework
NIMS	National Incident Management System
NRF	National Response Framework
NRS	National Response System
OAR	Oregon Administrative Rules
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OR DHS	Oregon Department of Human Services
ORS	Oregon Revised Statutes
PIO	Public Information Officer
POD	Point of Dispensing
PPE	Personal Protective Equipment
SAR	Search and Rescue
SME	Subject Matter Expert
SOG	Standard Operating Guidance
State	State of Oregon
UC	Unified Command
USAR	Urban Search and Rescue
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction

## Glossary of Key Terms

**Actual Event:** A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

**After Action Report:** The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity 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:** Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**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 also Supporting Agency.

**Audit:** formal examination of an organization's or individual's accounts; a methodical examination and review.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain-of-Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer,

and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Corrective Action:** Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

**Corrective Action Plan:** A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or 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 can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Disciplines:** A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, HAZMAT, EMS).

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and 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:** The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows States to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

**Emergency Operations Centers:** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located 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, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

**Emergency Management Coordinator:** An official appointed by the Emergency Management Director to implement tasks, functions and programs identified within the EOP.

**Emergency Management Director:** The Crook County Sheriff.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evaluation:** The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Exercise:** Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Preparedness Funding:** Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** 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. Groups, when activated, are located between branches and resources in the Operations Section.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Homeland Security Exercise and Evaluation Program (HSEEP):** A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at <http://www.hseep.dhs.gov>.

**Improvement Plan:** The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

**Incident:** An occurrence or event, natural- or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, 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 reflecting 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 Command Post:** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System:** A standardized on-scene emergency management construct specifically designed to provide for the adoption of 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 Commander:** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the 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 Management Team:** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting 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.

**Incident-Specific Hazards:** Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Interagency:** An organization or committee comprised of multiple agencies.

**Interoperability & Compatibility:** A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common

communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

**Inventory:** An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

**Joint Information Center:** A facility established to coordinate all incident related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

**Joint Information System:** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely 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 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., City, County, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Lessons Learned:** Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit <https://www.ilis.dhs.gov/>

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** 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 organization, 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:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is:

“any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations-State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Coordination Entity:** A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination Systems:** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the National Response Framework.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for State, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework:** A guide to how the Nation conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

**Non-Governmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross.

**No-Notice Events:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

**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 not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Plain Language:** Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to [http://www.fema.gov/pdf/emergency/nims/plain\\_lang.pdf](http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf).

**Planning:** A method to developing objectives to be accomplished and incorporated into an EOP.

**Planning Meeting:** A meeting held as needed prior to 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 IAP.

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Preplanned Event:** A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

**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.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

**Public Information Systems:** The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**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 by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**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 EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special State, local, and tribal teams; and resource mobilization protocols.

**Resource Typing:** Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for

ease of ordering and mobilization during a disaster. For additional information please visit <http://www.fema.gov/emergency/nims/rm/rt.shtm> .

**Resource Typing Standard:** Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**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.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Scalability:** The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standard Operating Procedures:** A complete reference document that details the procedures for performing a single function or a number of independent functions.

**Standardization:** A principle of the NIMS that provides a set of standardized organizational structures (such as the ICS, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel

qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

**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).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**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 Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Training:** Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

**Tribal:** 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:** A classification of resources in the ICS 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 Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

# **ANNEX H**

## **Emergency Support Functions**

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# **ANNEX I**

## **Incident Annexes**

[This page intentionally left blank]

# **ANNEX J**

## **Support Annexes**

# Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Crook County Emergency Operations Plan. This Plan supersedes any previous versions of the Emergency Operations Plan. It provides a framework within which Crook County can plan and perform its respective emergency functions during a disaster or national emergency.

This Plan has been approved by the Crook County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the County Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

\_\_\_\_\_  
Brian Barney, County Commissioner  
Chairperson

\_\_\_\_\_  
Susie Hermreck, County Commissioner

\_\_\_\_\_  
Seth Crawford, County Commissioner

\_\_\_\_\_  
Date

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**

/

# APHIS SALES ORDER REQUEST FORM

State Office:

Date:

Agreement Number:

Amendment:

Number

Cooperator Name:

FMMI

Customer #

A/P Mailing Address:  
(Billing address)

Category:

Cooperator Financial POC:

Cooperator  
PO #:

Sales Order Type:

Budget Period:

FMMI PO (if a USDA Agency):

WBS Element:

TAS:

Agreement Performance Period:

Amount of This SO Request:

Total Amount to Date:

Overhead Rate:

WS Pooled Job Costs:

Frequency of Billing:

Previously on OSEC

OSEC Date:

Species Managed:

Location of Work:

Additional Comments:

Received in WRO

OSEC Report

Overhead Calc.

Mail Distribution Date

ACMS

Agr.Spec.

No. & State

**For WRO Use Only:**

Routing Notes:

MIPR

Agreement

CSA

WFP

7600

W9

Mod

Waiver

DEOB

Attached

MRP

SHC  
Page 173

Scan Date:

Sent to:

## USDA APHIS WILDLIFE SERVICES WORK AND FINANCIAL PLAN

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<b>COOPERATOR:</b>	<b>CROOK COUNTY LANDFILL</b>
<b>COOPERATIVE AGREEMENT NO.:</b>	<b>25-7341-7393-RA</b>
<b>ACCOUNT WBS:</b>	<b>AP.RA.RX41.73.0293</b>
<b>AGREEMENT DATES:</b>	<b>July 1, 2025 – June 30, 2026</b>
<b>AGREEMENT AMOUNT:</b>	<b>\$15,300.00</b>

---

Pursuant to Cooperative Service Agreement No. 23-7341-7393-RA between Crook County Landfill and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

### OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife management assistance to reduce or manage damage caused by ravens, starlings, and other nuisance wildlife to protect property and human health and safety.

Specific goals are:

1. To provide direct assistance for Crook County Landfill from wildlife conflicts or damage.
2. To provide direct assistance in the form of educational information.

### PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner:

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: Wildlife Services' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Shane Koyle, in La Grande, Oregon, will supervise this project, (541) 963-7947. This project will be monitored by Kevin Christensen, State Director, in Portland, Oregon, (503) 326-2346.
3. APHIS-WS will invoice Crook County Landfill monthly for actual costs incurred in providing service, not to exceed \$15,300.00, provided there are billable expenses posted at the time of billing for the month of service. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one month after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

### PROCUREMENT

Crook County Landfill understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

**STIPULATIONS AND RESTRICTIONS:**

1. All operations shall have the joint concurrence of APHIS-WS and Crook County Landfill and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.

**COST ESTIMATE FOR SERVICES:**

Salary, including possible overtime, differentials, benefits, vehicle including maintenance and repairs, supplies and material costs are charged at actual cost as well as assessed APHIS-WS indirect and pooled job costs. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

**AUTHORIZATION:**

CROOK COUNTY LANDFILL  
300 NE 3<sup>rd</sup> St  
Prineville, OR 97754  
TIN# 93-6002290

\_\_\_\_\_  
Judge Seth Crawford, Crook County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Susan Hermreck, Crook County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Brian Barney, Crook County

\_\_\_\_\_  
Date

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
WILDLIFE SERVICES

\_\_\_\_\_  
Kevin Christensen, State Director, Oregon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wendy Anderson, Western Regional Director

\_\_\_\_\_  
Date

FINANCIAL PLAN

For the Disbursement of Funds From

CROOK COUNTY LANDFILL -

to

USDA APHIS Wildlife Services

for

Bird Management at Landfill

from

July 1, 2025

to

June 30, 2026

Cost Element		Full Cost
Personnel Compensation	\$	9,259.19
Travel	\$	-
Vehicles	\$	1,444.53
Other Services	\$	531.37
Supplies and Materials	\$	497.94
Equipment	\$	300.00

Subtotal (Direct Charges)	\$		12,033.03
Pooled Job Costs	11.00%	\$	1,323.63
Indirect Costs	16.15%	\$	1,943.34
Aviation Flat Rate Collection		\$	-
Agreement Total	\$		15,300.00

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$15,300.00

## APPROVAL FOR FISCAL YEAR 2025 AGREEMENTS

**Initiative Title:** WS PROTECTION OF PROPERTY

**Proposed funding level:** \$ 29,740,873

What is the purpose of the initiative/agreement and how does it align with the Agency's and Secretary's priorities?

Wildlife Services (WS) activities to protect property occur in a wide variety of settings, including rural, urban, industrial, and suburban areas. WS personnel work with homeowners, property managers, parks departments, and government agencies to reduce property damage caused by wildlife. Operational activities include: beaver control and dam removals to prevent flooding and damage to water irrigation, sewer and flood prevention systems and transportation infrastructure including roadways, bridges, railroads, and airports; crow, raptor, and vulture management to prevent nest construction and damage to buildings, telecommunication towers, military and energy infrastructure including defense systems, power lines, substations, and ethanol production; and pigeon, European starling and house sparrow removals to prevent contamination to equipment, livestock feed and aircraft, and prevent disease transmissions from within buildings including barns, grain silos, hospitals, office buildings, residences, convention centers, aircraft hangers, and terminals. WS personnel remove abundant waterfowl from areas where birds damage or contaminate landscapes, recreation areas, ponds, lakes, and other water features.

This initiative supports USDA goal 2, and APHIS objective 2.4

**Previous year funding level:** \$ 28,324,641

<Prior year details for initiatives can be found on an attached spreadsheet>

Historic instruments used to accomplish the initiatives goals

Cooperative Agreement	Grant	Interagency Agreement	Incoming Fund Agreement
(CA)	(GR)	(IA)	(RA/TF/OTC)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Signatures:**

Approving official:

Title	Name	Signature and date		
Program Manager/ADODR	Steven Wickenheiser	STEVEN WICKENHEISER <small>Digitally signed by STEVEN WICKENHEISER Date: 2025.01.15 14:19:54 -05'00'</small>	Signature needed	<input checked="" type="checkbox"/>
Signatory or Delegate	David Reinhold	DAVID REINHOLD <small>Digitally signed by DAVID REINHOLD Date: 2025.01.15 15:35:57 -05'00'</small>	Signature needed	<input checked="" type="checkbox"/>
SES	Jessica Fantinato	Carson M. Hawley <small>Digitally signed by Carson M. Hawley Date: 2025.01.17 10:19:47 -05'00'</small>	≥ \$250,000	<input checked="" type="checkbox"/>
Agreement/Grant Specialist	Debra Marin	DEBRA MARIN <small>Digitally signed by DEBRA MARIN Date: 2025.01.21 13:04:46 -05'00'</small>	Signature needed	<input type="checkbox"/>

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>County of Crook</u>		
	2 Business name/disregarded entity name, if different from above <u>Crook County</u>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <u>Local Government</u>		(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. <u>200 NE 2nd Street</u>		Requester's name and address (optional)
6 City, state, and ZIP code <u>Prineville, OR 97754</u>			
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
9	3	-	6	0	0	2	2	9	0

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <u>Christina Haron, CPA Finance Director</u>	Date ▶ <u>1/1/2023</u>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

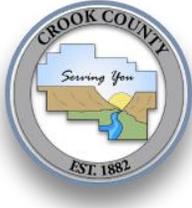
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

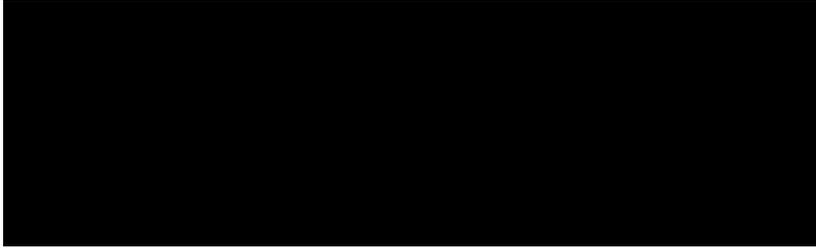
**Elected official sponsor (if applicable):**

/

# GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address: 

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

As a local business owner in Prineville, I've had the opportunity to connect with many people and I feel as if I have an understanding of the evolving needs of those who live here. As a realtor, I have firsthand knowledge of the local housing market, from historic homes to new developments, and I stay in tune with the pulse of people moving to the area. I've seen firsthand what draws new residents here—the charm, the history, and the strong sense of community—and I'm passionate about preserving what makes Prineville special while also embracing its growth. My experience in business and real estate has given me valuable insight into how we can balance progress with preservation, ensuring our town remains a great place to live for generations to come.

Why do you wish to serve in this position?

I'm deeply invested in our community and passionate about preserving its history, especially our beautiful historic homes and buildings. My husband and I have remodeled several historic homes, and we love seeing these properties restored and appreciated for generations to come. I'd love the opportunity to bring my experience in real estate and restoration to the museum board, helping to preserve and promote our local history in a meaningful way. Keeping our town's heritage alive is important to me, and I'd be excited to contribute however I can!

# GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:

Phone Number:

Email:

Please list any relevant experience you may have that would make you effective in the position:

Currently appointed to the Crook County School District Budget Committee

Recently served on the Crook County Budget Committee (approximately 5 years)

A career of business experience in both private and public entities. My experience includes fiscal planning and budgeting, procurement, compliance and employee and public relations.

Why do you wish to serve in this position?

Being a part of the Museum Advisory Board provides an opportunity for me to apply the experience and knowledge I have gained during my professional career and allows me to give back in a positive way.

As a long-time resident of Crook County, I care deeply about preserving our history and heritage. The museum's work in collecting, preserving, interpreting, and promoting the history of Central Oregon and its people is impressive, and I'd like to be part of its future.



## Agenda Item Request

**Date:**

*April 22, 2025*

**Meeting date desired:**

*April 30, 2025 – Board of Commissioners Work Session*

*May 7, 2025 – Regular Board of Commissioners Meeting – Discussion Item*

**Subject:**

*Public Hearing – Order 2025- 1 Ordering the fees to be collected by Crook County for fiscal year 2025-2026*

**Background and policy implications:**

*Ordering the fees to be collected by Crook County for fiscal year 2025-2026, beginning July 1, 2025 for performing services, and to establish a uniform fee schedule.*

*Attached Exhibit A is fee schedule to be adopted in order; Exhibit B is informational and included to show mark ups and changes to fees over the prior fee schedule*

**Budget/fiscal impacts:**

*Revenue for fiscal year 2025-2026 budget is based on the updated fee amounts outlined in Order*

**Requested by:**

*Christina Haron, CPA      Finance Director*

**Presenters:**

*Christina Haron, CPA      Finance Director*

**Legal review (only if requested):**

*NA*

**Elected official sponsor (if applicable):**

*NA*

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
<b>All Departments*</b>	Photocopies, printing, scanning (made by staff)		
All Departments*	8½ x 11, black & white, per page, per side	0.25	
All Departments*	8½ x 11, color, per page, per side	0.75	
All Departments*	11 x 17, black & white, per page, per side	0.50	
All Departments*	11 x 17, color, per page, per side	1.50	
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50	Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	65.00	
All Departments*	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	ORS 30.701 (5)
All Departments*	Mailing materials	Actual cost	Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00	
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00	
All Departments	Electric vehicle charging, per kWh	0.40	per kWh
<i>*Unless otherwise specified in department sections</i>			
<b>Administration</b>			
Administration	County Liquor License Application		ORS 417.166(8)
Administration	New	50.00	
Administration	Renewal	25.00	
<b>County Clerk</b>			
County Clerk	Property Value Appeals Board hearing USB copy	10.00	
County Clerk	Computer prints, per page, per side	0.25	
County Clerk	Voter list on USB	35.00	
County Clerk	Additional first page recording fee	5.00	in addition to statutory fee; supports computer replacement
County Clerk	Domestic Partnerships conciliation fee	10.00	
County Clerk	HB 2436 Implementation – (ORS 205.323), per document	1.00	
County Clerk	(includes the 2018 HB 4007 updates)	assessed the Housing Alliance Fee	
County Clerk	HB 2339 & SB 618 Implementation, per document	2.00	Assessed the A&T Fee
County Clerk	Marriage License Amendments	45.00	
County Clerk	Research and Collation Fee, per hour	40.00	per hour
County Clerk	Voter's Pamphlet measure argument filing fee	300.00	Or a petition containing signatures per County Code 2.32.040
County Clerk	<b>Recording Fees</b>		
County Clerk	One page instruments - minimum fee	5.00	per instrument
County Clerk	Additional pages	5.00	per page
County Clerk	Mining Records	5.00	1st page (\$5.00/ea add. claim)
County Clerk	Land Corner Preservation fund (CPF)		

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
County Clerk	Applies to all instruments except for liens, Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, Mining Records, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)
County Clerk	<b>Assessment and Taxation (A&amp;T) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	10.00	per instrument (note exceptions)
County Clerk	<b>Oregon Land Information System (OLIS) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.	1.00	per instrument (note exceptions)
County Clerk	<b>Affordable Housing (HOUSING) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharges (DD 214), Federal documents, County internal document not usually charged a recording fee, documents required under ORS 517.210 to maintain mining claims, warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646, a certified copy of a judgment, a lien record abstract as described in ORS 18.170, a satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract, Department of Revenue documents and tax collectors.	60.00	per instrument (note exceptions)
County Clerk	Affordable Housing Collection (HOUSING) Fee	1.00	per instrument assessed HOUSING fee
County Clerk	<b>Technology (TECH) Fee</b>		
County Clerk	Applies to all instruments except for Military Discharge (DD214), Federal documents, County internal documents not usually charged a recording fee.	5.00	per instrument (note exceptions)
County Clerk	<b>Clerks Archive (ARCHIVE) Fee</b>		
County Clerk	Applies to all instruments except Military Discharge (DD 214), Federal documents, County internal documents not usually charged a recording fee.	2.00	per instrument (note exceptions)
County Clerk	<b>Multiple Transaction Fee</b>		
County Clerk	When recording instruments that describe two or more transactions, each additional transaction will be charged when involving the same property.	5.00	each additional transaction
County Clerk	<b>Additional References</b>		
County Clerk	In addition to and not in lieu of the fees charged for recording the assignment, release or satisfaction of any recorded instrument, \$5 for each additional instrument being assigned, released or satisfied.	5.00	each additional reference
County Clerk	<b>Non-Standard Fee</b>		
County Clerk	Additional fee for non-standard documents.	20.00	per instrument
County Clerk	<b>Other Recording</b>		
County Clerk	Military Discharge (DD214)	\$-	No charge for recording

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
County Clerk	<b>Location and Copy Fees</b>		
County Clerk	Location fee	3.75	
County Clerk	Copies/Computer Prints	0.25 per page, per side	
County Clerk	Certification Fee	3.75	
County Clerk	Copy of PVAB Audio File, 1st record	10.00	
County Clerk	Copy of PVAB Audio File, each additional file	1.00	
County Clerk	Research/Collation Services: Amounts of less than one hour shall be charged in 1/2 hour increments.	40.00 per hour	
County Clerk	FTP Fee - Images	0.25 per image	
County Clerk	FTP Fee - Index & images - Month	425.00	
County Clerk	<b>Subdivision Plats - By Lot / Tracts Size - Price Varies</b>		
County Clerk	20 lots / tracts or less	115.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	each additional lot / tract	5.00	
County Clerk	Partition Plats	50.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	<b>Marriage License</b>		
County Clerk	Base Fee	25.00	
County Clerk	- Concilation Fee	10.00	
County Clerk	- Domestic Violence Fund	25.00	
County Clerk	Replacement marriage license packet (prior to ceremony)	10.00	
County Clerk	Replacement of memento marriage certificate	3.50	
County Clerk	Amend marriage record	45.00	each marriage record
County Clerk	Request for waiver of three day waiting period for marriage license.	10.00	per waiver
County Clerk	Declaration of Domestic Partnership registration fee	60.00	
County Clerk	Notary (per signature)	10.00	
County Clerk	Passport Processing Fee	35.00	each
County Clerk	Voter list on USB	35.00	
County Clerk	Voter's Pamphlet measure argument filing fee	300.00	Or a petition containing signatures per County Code 2.32.040
<b>Assessor</b>			
Assessor	Farm disqualification estimates, each	175.00	
Assessor	Print enlargements, each	1.50	
Assessor	Research Fee, per hour – 1 hour minimum	120.00	
Assessor	Map/Account change processing fee, per lot	25.00	
Assessor	Manufactured Structure processing fees:		
Assessor	Trip Permit, per section	25.00	
Assessor	Ownership/Situs change, each	80.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Community Corrections</b>			
Community Corrections	DNA Collection Fee	10.00	
Community Corrections	Dirty Urinalysis Fee	20.00	
Community Corrections	Interstate Compact Fee	150.00	
Community Corrections	Work Crew Orientation Fee	40.00	
Community Corrections	Work crew hourly rate	Rural min. wage	Rural minimum wage is \$14.05 as of 7/1/2025.
<b>Community Development (CD)</b>			
CD - Building Services	When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100. When a		
CD - Building Services	<b>Building (Structural) Permits:</b>		Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	120.00	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	10.00	\$120.00 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.50	\$320 for the first \$25,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	5.00	\$507.50 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	4.25	\$757.50 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%	Maximum fee of \$400.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%	Maximum fee of \$285.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%	Maximum fee of \$600.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%	Maximum fee of \$105,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	72.00	
CD - Building Services	8.) Residential Demolition Permit Fee - complete demolition, not subject to State Surcharge	105.00	

Department	Fee Description	FY 25-26	
		Fee (\$)	Effective
		7/1/2025	Comments
CD - Building Services	9.) Commercial Demolition Permit Fee - complete demolition, not subject to State Surcharge	265.00	
CD - Building Services	10.) Structural Alteration (not demo) - partial, soft, interior	Based on	See Structural Permit fee table by valuation, incurs State Surcharge value
CD - Building Services	11.) Additional Plan Review - When applicable, per hour – 1/2 hour minimum	126.00	per hour
CD - Building Services	12.) Refund processing fee	82.00	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	13.) Change of Occupancy Review, no structural work indicated	187.50	
CD - Building Services	14.) Pre-Application - Complex/large project consultation or review fee, per hour – 2 hour minimum	187.50	per hour; may include charges for review from technical experts as ACS
CD - Building Services	15.) Re-Roofing, Residential (when required)	179.45	
CD - Building Services	16.) Re-Roofing, Commercial Only (when required)	346.50	
CD - Building Services	17.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	18.) Re-Inspection Fee, per each	126.00	
CD - Building Services	19.) Investigation fee, per hour	126.00	per hour
CD - Building Services	20.) Each additional inspection, above allowable - per each	126.00	
CD - Building Services	21.) Inspection outside normal business hours, per hour – 2 hour minimum	126.00	per hour
CD - Building Services	22.) Inspection for which no fee is indicated, per hour	126.00	per hour
CD - Building Services	23.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	New Permit Fee thereafter
CD - Building Services	24.) Permit Extension	50.00	
CD - Building Services	25.) Permit History Research Fee, per hour	84.00	
CD - Building Services	26.) Copies, per page	0.25	
CD - Building Services	27.) Oversize copies, per page	5.00	
CD - Building Services	28.) Permit Shipping	10.00	
CD - Building Services	29.) Phased Plan Review Fee - in addition to project plan review fees	\$315 minimum	Not to exceed \$1,500.00 for each phase phasing (application) fee+ 10% of total project building permit fee
CD - Building Services	30.) Deferred Plan Review in addition to project plan review fees – 65% of permit fee on deferred portion calculated using the value of the deferred portion with a \$300.00 minimum fee.	65%	\$300.00 minimum fee
CD - Building Services	31.) Temporary Certificate of Occupancy – Commercial	450.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Building Services	32.) Temporary Certificate of Occupancy – Residential	270.00	
CD - Building Services	33.) Temporary Gold Seal Job Trailer Placement Inspection		
CD - Building Services	a.) Single-wide unit	551.25	
CD - Building Services	b.) Double-wide unit	661.50	
CD - Building Services	c.) Triple-wide unit	783.00	
CD - Building Services	34.) Administrative/Clerical Fee	86.50	
CD - Building Services	35.) Residential Fire Suppression - Standalone System, fee includes plan review. (See Plumbing Fee section for Continuous Loop/Multipurpose System)		
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	
CD - Building Services	<b>Manufactured Dwelling &amp; RV Parks - Area Development Permit</b>		
	Fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.		
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	% of Table 1 Valuation
CD - Building Services	<b>Solar Structural Installation Permits - separate Electrical Permit application may also be required</b>		
CD - Building Services	1.) Solar Permit (when required) - Prescriptive Path System, fee includes plan review.	187.50	
CD - Building Services	2.) Solar Permit - Non-Prescriptive Path System		based on the Fee as per Structural Permit Fee table by valuation to include the solar valuation panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
CD - Building Services	<b>Mechanical Permits:</b>	120.00	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is \$120.00.
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 120.00	-	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.	-	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see permit fee table for rates.		
	Total Valuation \$1 to \$5,000, plus:	120.00	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
	Each additional \$1,000 between \$5,001 to \$25,000	10.00	\$120 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	Each additional \$1,000 between \$25,001 to \$50,000	8.00	\$320 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	Each additional \$1,000 between \$50,001 to \$100,000	6.00	\$520 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	Each additional \$1,000 over \$100,001	4.25	\$820 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) Air Conditioner	16.30	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	16.30	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	21.50	
CD - Building Services	4.) Appliance or piece of equipment regulated by code but not classified in other appliance categories.	13.50	
CD - Building Services	5.) Attic/crawl space fans	9.40	
CD - Building Services	6.) Chimney /liner/flue/vent	13.50	
CD - Building Services	7.) Clothes dryer exhaust	13.50	
CD - Building Services	8.) Decorative gas fireplace	13.50	
CD - Building Services	9.) Evaporative cooler other than portable	9.40	
CD - Building Services	10.) Floor furnace, including vent	13.50	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	11.30	
CD - Building Services	12.) Furnace - greater than 100,000 BTU	21.50	
CD - Building Services	13.) Furnace - up to 100,000 BTU	20.00	
CD - Building Services	14.) Furnace/burner including duct work/vent/liner	21.50	
CD - Building Services	15.) Gas or wood fireplace/insert	21.50	
CD - Building Services	16.) Gas Fuel piping outlets	13.50	
CD - Building Services	17.) Heat pump	20.00	
CD - Building Services	18.) Hood served by mechanical exhaust, including ducts for hood	9.40	
CD - Building Services	19.) Hydronic hot water system	86.00	
CD - Building Services	20.) Mini spit system	20.00	
CD - Building Services	21.) Installation or relocation of domestic type incinerator	-	
CD - Building Services	22.) Oil tank/gas/diesel generators	20.00	
CD - Building Services	23.) Pool or spa heater, kiln	13.50	
CD - Building Services	24.) Repair, alteration, or addition to mechanical appliance including the installation of controls	21.50	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Building Services	25.) Range hood/other kitchen equipment	13.00	
CD - Building Services	26.) Suspended heater, recessed wall heater, or floor mounted floor heater	13.50	
CD - Building Services	27.) Ventilation fan connected to single duct	9.40	
CD - Building Services	28.) Ventilation system not a portion of heating or air-conditioning system authorized by this permit	9.40	
CD - Building Services	29.) Water heater	54.00	
CD - Building Services	30.) Wood/pellet stove	21.50	
CD - Building Services	31.) Other heating/cooling	13.50	
CD - Building Services	32.) Other fuel appliance	13.50	
CD - Building Services	33.) Other environment exhaust/ventilation	9.40	
CD - Building Services	34.) Mechanical – Additional plan review (when applicable), per hour – 1/2 hour minimum	126.00	Per hour
CD - Building Services	36.) Mechanical – Re-inspection fee, per each	126.00	
CD - Building Services	37.) Mechanical - Each additional inspection, above allowable - per each	126.00	
CD - Building Services	38.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	Per hour
CD - Building Services	39.) Mechanical – Inspections for which no fee is specifically indicated, per each, one hour minimum	126.00	Per each, one hour minimum
CD - Building Services	40.) Mechanical – Investigation fee, per hour	126.00	Per hour
CD - Building Services	41.) Mechanical – Minimum fee	120.00	
CD - Building Services	<b>Plumbing Permits:</b>		All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$120.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee		
CD - Building Services	The minimum Plumbing Permit Application Fee is \$120.00		
CD - Building Services	The Plumbing Plan Review Fee is 30% of the Permit fee.		
CD - Building Services	Commercial and Non-New Residential - Site Utilities		
CD - Building Services	1.) Sanitary Sewer – first 100 feet	90.15	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	90.15	
CD - Building Services	3.) Water Service – first 100 feet	90.15	
CD - Building Services	4.) Backflow preventer	30.03	
CD - Building Services	4.) Each additional 100 feet or fraction thereof water, sewer, or storm sewer line	74.15	
CD - Building Services	5.) Mfd Park -site utility connections, per space	178.50	
CD - Building Services	6.) Reinspection fee, per each	54.02	
CD - Building Services	7.) Plumbing – Each additional inspection, above allowable - per each	126.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Building Services	8.) Plumbing – Inspections for which no fee is specifically indicated, per hour, minimum one hour	126.00	
CD - Building Services	9.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	10.) Plumbing – Investigation fee, per hour	126.00	
CD - Building Services	11.) Plumbing – Additional plan review (when applicable), per hour – 1/2 hour minimum	126.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 1/2 hour minimum	123.60	
	New 1&2 Family Dwelling - includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.		
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	227.12	
CD - Building Services	12.) First Kitchen & Bathroom	347.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	13.) First Kitchen & 2 Bathrooms	463.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	14.) First Kitchen & 3 Bathrooms	580.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) Additional bath/kitchen	230.00	
CD - Building Services	16.) Each additional 100 feet or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach drains) - first 100 feet included in bathroom/kitchen fee	74.00	
CD - Building Services	17.) Each fixture as marked on application	30.00	
CD - Building Services	18.) Re-piping/retrofit water supply, per fixture	30.00	
CD - Building Services	19.) Backflow preventer	30.00	
CD - Building Services	20.) Water heater	54.00	
CD - Building Services	21.) Residential Fire Suppression - Multipurpose/Continuous Loop System, plan review included		
CD - Building Services	0 to 2,000 sq. ft.	173.25	
CD - Building Services	2,001 to 3,600 sq. ft.	183.75	
CD - Building Services	3,601 to 7,200 sq. ft.	231.00	
CD - Building Services	7,201 sq. ft. and greater	283.50	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Building Services	<b>Medical Gas Permits:</b>		
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	7.00	\$222.25 for the first \$10,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 - \$100,001 and greater	5.00	\$852.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof
CD - Building Services	<b>Manufactured Home Permits:</b>		
CD - Building Services	Manufactured Home and Cabana permits are subject to a \$30.00 State Administration Fee	30.00	State Administration Fee
CD - Building Services	1.) Manufactured Dwelling Placement Permit Fee - Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	670.00	Total of \$780.40 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	126.00	
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour	126.00	
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour	126.00	
CD - Building Services	7.) Re-inspection fee, per inspection	126.00	
CD - Building Services	<b>Electrical Permits:</b>		Plus applicable State Surcharge; minimum permit fee is 120.00
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	0.12	
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	
CD - Building Services	3.) Master Electrical Application Permit fee - one time at initial application; renews annually as applicable	100.00	
CD - Building Services	4.) Master Electrical inspection fee, per hour - includes travel time, inspection, and report writing	126.00	per hour
CD - Building Services	New Construction		
CD - Building Services	Residential		

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
	5.) Residential, per unit, service included		- Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	202.00	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	33.65	
CD - Building Services	6.) Limited energy	47.15	
CD - Building Services	7.) Commercial Electrical Multi-Family		
CD - Building Services	a.) Multi-family limited energy by floor	90.00	
CD - Building Services	b.) Multi-family protective signaling by floor	90.00	
CD - Building Services	8.) Each manufactured home or modular dwelling service or feeder	121.50	
CD - Building Services	9.) Service or feeders:		installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	130.10	
CD - Building Services	b.) 201 to 400 amps	153.50	
CD - Building Services	c.) 401 to 600 amps	258.00	
CD - Building Services	d.) 601 to 1,000 amps	338.20	
CD - Building Services	e.) Over 1,000 amps or volts	770.00	
CD - Building Services	f.) Reconnect only	121.50	
CD - Building Services	10.) Temporary service or feeders:		- installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	121.50	
CD - Building Services	b.) 201 to 400 amps	141.50	
CD - Building Services	c.) 401 to 600 amps	204.00	
CD - Building Services	d.) 601 to 1,000 amps	338.50	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	770.00	See services or feeders section above
CD - Building Services	11.) Branch circuits:		New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	9.70	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee		
CD - Building Services	i.) First branch circuit	90.00	
CD - Building Services	ii.) Each additional branch circuit	9.70	
CD - Building Services	12.) Miscellaneous (service or feeder not included):		service or feeder not included
CD - Building Services	a.) Pump or irrigation circle - per each	90.00	
CD - Building Services	b.) Sign or outline lighting - per each	90.00	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension, each system - non-new residential and all commercial (new residential and multifamily construction - see above)	90.00	
CD - Building Services	d.) Reinspection Fee, per each, minimum one hour	126.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	126.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – one hour minimum	126.00	
	g.) Each additional inspection, above allowable - per each	126.00	
CD - Building Services	h.) Additional plan review (when applicable), per hour - 1/2 hr minimum	126.00	
CD - Building Services	i.) Investigation fee, per hour	126.00	
CD - Building Services	12. Commercial Electrical Multi-Family	-	
CD - Building Services	a.) Multi-family limited energy by floor	90.14	
CD - Building Services	b.) Multi-family protective signaling by floor	90.14	
CD - Building Services	13.) Renewable Energy		
CD - Building Services	a.) Renewable energy for electrical systems - 5KVA or Less	121.50	
CD - Building Services	b.) Renewable energy for electrical systems - 5KVA to 15KVA	153.00	
CD - Building Services	c.) Renewable energy for electrical systems - 15.01KVA to 25KVA	204.00	
CD - Building Services	d.) Renewable energy - solar generation over 25KVA	7.00	\$204.00 for the first 25KVA plus \$7.00 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$729)
CD - Building Services	14.) Wind Energized Systems		
CD - Building Services	a.) Renewable energy for wind systems 25.01 KVA through 50 KVA / 601 to 1000 amps	262.75	
CD - Building Services	b.) Renewable energy for wind systems 50.01 KVA through 100 KVA / over 1,000 amps or volts	631.00	
CD - Code Enforcement	<b>Code Enforcement:</b>		
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	134.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	134.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	134.00	
CD - Code Enforcement	Code compliance hearing fee	500.00	
CD - On-Site	<b>On-Site (Septic Systems) Permits:</b>		<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>
CD - On-Site	State surcharge	117.00	<b><u>A DEQ surcharge will be added to site evaluations, permits, and other activity</u></b> where required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	63.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	808.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - On-Site	Septic Systems		
CD - On-Site	Standard system, first 1,000 gallons	998.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,244.00	
CD - On-Site	Grey water sump, first 1,000 gallons	452.00	
CD - On-Site	Pressure distribution, first 1,000 gallons	1,496.00	
CD - On-Site	Redundant, first 1,000 gallons	740.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,880.00	
CD - On-Site	Saprolite system, first 1,000 gallons	914.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,239.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,239.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,678.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	200.00	\$200 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review	-	
CD - On-Site	Commercial facility system, 0 to 600 gallons		- Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	310.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	95.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	368.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	572.00	
CD - On-Site	Minor septic system repair, single family dwelling	315.00	
CD - On-Site	Major commercial septic system repair	546.00	
CD - On-Site	Minor commercial septic system repair	320.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	866.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	483.00	
CD - On-Site	ATT Annual Report Review – in-house	60.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,565.00	
CD - On-Site	ATT Systems – O&M Inspection	462.00	
CD - On-Site	Holding tank Permit	930.00	
CD - On-Site	Holding tank inspection report – in-house	60.00	
CD - On-Site	Holding tank inspection annual – field	290.00	
CD - On-Site	Authorization, field visit required	685.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	252.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	263.00	
CD - On-Site	Existing system evaluation – field	630.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	173.00	
CD - On-Site	Sewage disposal service, each additional truck	74.00	
CD - On-Site	Accela yearly O&M entry fee, each	10.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - On-Site	Re-inspection fee	158.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.
CD - On-Site	Pump evaluation Fee	53.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	110.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	220.00	
CD - On-Site	Refund/Administrative fee	53.00	
CD - On-Site	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>		
CD - On-Site	Notice: A \$100.00 surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other activities for which an application is submitted. There is no surcharge for pumper truck inspections. The proceeds are forwarded to DEQ on a quarterly basis. The surcharge is set by the State of Oregon and will be adjusted to reflect State-imposed changes.		
CD - Planning	<b>Planning Fees:</b>		
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.		Note: Code Compliance fees may double for violation cases
CD - Planning	1.) Code Compliance Fees for planning applications:		
CD - Planning	Planning Fees totaling \$0-200		
CD - Planning	Planning Fees totaling \$201-500	63.00	
CD - Planning	Planning Fees totaling \$501-1,000	116.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	180.00	
CD - Planning	Planning Fees totaling \$5,001-10,000	578.00	
CD - Planning	10,001	840.00	
CD - Planning	2.) Appeals - Remands		No Code Compliance Fee
CD - Planning	Appeal to Planning Commission	250.00	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20%	Appellant must also provide transcripts of relevant meeting tapes at of original appellant's expense
CD - Planning	Remand from LUBA	\$2,000	Actual costs with deposit required at time of appeal submission - deposit + Covers costs for notices mailed, copy charges, staff time and other actual cost costs.
CD - Planning	CD/USB records, each	10.00	
CD - Planning	3.) Documents Purchased		No Code Compliance Fee
CD - Planning	Duplication fees, per page	0.25	
CD - Planning	Duplication of oversize exhibits, per page	5.00	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Planning	4.) Land Partitions		Code Compliance Fee to be added
CD - Planning	Land partitions, 2 to 3 lots	1,985.00	
CD - Planning	Measure 49 Land Partition	2,305.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,985.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,895.00	
CD - Planning	Property Line Adjustment	1,070.00	
CD - Planning	Property Line Adjustment with notice	1,345.00	
CD - Planning	Lot Combining/Uncombining	750.00	
CD - Planning	Final Plat Review	200.00	
CD - Planning	Replat	1,985.00	
CD - Planning	Validation of a unit of land	1,985.00	
CD - Planning	5.) Conditional Use Permits		Code Compliance Fee to be added
CD - Planning	Administrative	1,985.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	4,365.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,345.00	
CD - Planning	Modification of conditions, with hearing	3,730.00	
CD - Planning	Mineral aggregate	11,650.00	
CD - Planning	Commercial energy	12,670.00	Additional fee will apply if a goal exception is required
CD - Planning	Forest dwelling	3,100.00	
CD - Planning	Annual Report Review	200.00	
CD - Planning	6.) Amendments		Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,765.00	
CD - Planning	Comprehensive plan amendment, required goal exception	7,365.00	
CD - Planning	Zone map change, Measure 56 notice required	5,765.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,670.00	
CD - Planning	Zone text change, Measure 56 notice required	5,765.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,670.00	
CD - Planning	7.) Site Plan Reviews		Code Compliance Fee to be added
CD - Planning	Residential	1,070.00	
CD - Planning	Accessory Structure	290.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	365.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	95.00	
CD - Planning	Accessory Dwelling Unit	1,225.00	
CD - Planning	Accessory Farm Help Dwelling	1,665.00	
CD - Planning	Accessory Farm Family Dwelling	1,665.00	
CD - Planning	Administrative	1,665.00	
CD - Planning	Farm Dwelling	1,665.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Planning	Replacement Farm or Forest Dwelling	1,225.00	
CD - Planning	Non-Farm Dwelling on existing parcel	3,100.00	
CD - Planning	Accessory Forest-Family Dwelling	1,665.00	
CD - Planning	Lot of Record	1,665.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,665.00	
CD - Planning	Utility Facilities, Cell Towers	3,895.00	
CD - Planning	Site Plan Modification	750.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments		- Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,830 + \$240	Base fee of \$3,830, plus \$240 per lot per lot
CD - Planning	Subdivision name changes, per change	905.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Subdivision modification request by applicant with hearing	5,490.00	
CD - Planning	Public hearing extension request	905.00	
CD - Planning	Replat	1,985.00	
CD - Planning	9.) Destination Resort		Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	19,715.00	
CD - Planning	Subdivision Phase	\$4,375 + \$240	Base fee of \$4,375, plus \$240 per lot per lot
CD - Planning	Site plan review – Residential	1,385.00	
CD - Planning	Site plan review – Commercial	1,545.00	
CD - Planning	Final development review	4,090.00	
CD - Planning	Final plat review	2,230.00	
CD - Planning	Replat	1,985.00	
CD - Planning	10.) Other Permit Fees		Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination		
CD - Planning	First legal lot	750.00	
CD - Planning	Each additional lot	\$200 + hourly	\$200 per lot for the first two hours of review. \$94 per hour after two hours
CD - Planning	Complex project fee	\$1,100 deposit	Actual costs, Actual costs will be charged; \$1,100 deposit required req'd
CD - Planning	Variance		
CD - Planning	Without public hearing	1,070.00	
CD - Planning	With public hearing	3,730.00	
CD - Planning	Declaratory ruling	1,665.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Planning	Declaratory ruling - Measure 49	Actual costs, \$7,500 deposit req'd	Actual cost will be charged; \$7,500 deposit required
CD - Planning	Nonconforming Use Alteration	\$1,500 deposit req'd	Actual costs will be charged; \$1,500 deposit required
CD - Planning	Sign Permit	580.00	
CD - Planning	Temporary Hardship		
CD - Planning	Dwelling	450.00	
CD - Planning	Renewal, every 2 years	100.00	
CD - Planning	Temporary Use Permit		
CD - Planning	Property owner RV on lot for up to 6 months	295.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	45.00	
CD - Planning	Land Use Compatibility Statement	95.00	
CD - Planning	Land Use Compatibility Statement - Onsite Sign-Off	75.00	
CD - Planning	Building Permit Review	100.00	
CD - Planning	Floodplain Review	200.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,380.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	92.00	
CD - Planning	All land use extension requests	300.00	
CD - Planning	Amendments to applications after completeness has been determined	\$315 deposit req'd	Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests		
CD - Planning	Before completeness is determined	75%	
CD - Planning	After Pre-Notice is mailed or 30 day completeness is determined.	50%	
CD - Planning	After Notice of Decision is mailed there will be no refund.	no refund	
CD - Planning	Farm stand reviews	298.70	
CD - Planning	One mile study with analysis	770.00	
CD - Planning	One mile study - data only	270.00	
CD - Planning	Soils report	95.00	
CD - Planning	Wildlife density analysis	95.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.		
CD - Planning	11.) Events		Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones		
CD - Planning	Expedited one time single event	175.00	
CD - Planning	Single Event	Actual costs, \$580 deposit req'd	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	actual costs, \$790 deposit req'd	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	actual costs, \$1,215 deposit req'd	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	actual costs, \$2,865 deposit req'd	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Agritourism renewal	275.00	
CD - Planning	Social Gatherings		As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	240.00	
CD - Planning	251 to 500	605.00	
CD - Planning	501 to 1,000	1,215.00	
CD - Planning	1,001 to 3,000	1,820.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	6,075.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach		Code Compliance Fee to be added
CD - Planning	Road Approach Permits		Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	315.00	For County-maintained roads or roads approaching County-maintained roads, \$157.50 to CD-Planning and \$157.50 to Road Department. For public roads that do not approach state, County, or City roads, \$157.50 to CD-Planning and \$157.50 to CD-Code Compliance.

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
CD - Planning	Residential, grandfathered	165.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$49.50 to CD-Planning and \$115.50 to Road Department. For public roads that do not approach state, County, or City roads, \$49.50 to CD-Planning and \$115.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,215.00	For County-maintained roads or roads approaching County-maintained roads, \$486 to CD-Planning and \$729 to Road Department. For public and private roads that do not approach state, County, or City roads, \$486 to CD-Planning and \$729 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	615.00	For County-maintained roads or roads approaching County-maintained roads, \$307.50 to CD-Planning and \$307.50 to Road Department. For public roads that do not approach state, County, or City roads, \$307.50 to CD-Planning and \$307.50 to CD-Code Compliance.
CD - Planning	13.) Addressing/Roads		
CD - Planning	Addressing		
CD - Planning	County (excluding inside city limits)	158.00	Includes Address and Fire Marker
CD - Planning	Inside City limits	126.00	
CD - Planning	Utility Address	126.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	35.00	
CD - Planning	Road Naming	2,155.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	825.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,655.00	Collected fees shared \$1,160 to County Counsel, \$495 to Road Department
CD - Planning	Road Development Inspection Fees		For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review		
CD - Planning	0 to 20 potential average daily trips	1,781.90	
CD - Planning	21 to 99 potential average daily trips	1,781.90	
CD - Planning	100 to 200 potential average daily trips	5,407.50	
CD - Planning	Resorts	16,222.50	
CD - Planning	Plan Review		
CD - Planning	0 to 20 potential average daily trips	3,244.50	
CD - Planning	21 to 99 potential average daily trips	4,326.00	
CD - Planning	100 to 200 potential average daily trips	5,407.50	
CD - Planning	Resorts	16,222.50	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
CD - Planning	Site Observations		Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,662.55	
CD - Planning	21 to 99 potential average daily trips	2,662.55	
CD - Planning	100 to 200 potential average daily trips	2,662.55	
CD - Planning	Resorts	5,407.50	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.		
<b>District Attorney</b>			
District Attorney	Traffic violations	25.00	
District Attorney	Diversion revocations	25.00	
District Attorney	Probation violations (misdemeanor and felony)	25.00	
District Attorney	Non-traffic violations and misdemeanor crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Felony crimes		
District Attorney	First 30 pages	25.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Homicides		
District Attorney	First 30 pages	200.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	25.00	
District Attorney	Digital media/digital evidence, per item	10.00	Video or other non-document items
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal/Legal Assistant staff time, per hour	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Complex Project Fee		Actual costs, Actual costs will be charged; \$1,000 deposit required
		\$1,000 deposit	
		req'd	
<b>Facilities</b>			
	<i>Fees not applicable for Crook County or City of Prineville Government</i>		

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Finance</b>			
Finance	Monthly delinquent file listing for property taxes, per month	100.00	
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	Covered in County-wide section
Finance	Research Fee, per hour - 1 hr minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00	
<b>Fairgrounds</b>			
Fairgrounds	<b>Refundable Deposit Rates</b>		Refunded in 2-10 business days depending upon payment method
Fairgrounds	Damage & Cleaning (alcohol present)*	700.00	Events with less than 50 people
Fairgrounds	Damage & Cleaning (alcohol present)*	1,800.00	Events with more than 50 people
Fairgrounds	*Security is required for events where alcohol is served, and must be coordinated and paid for by the renter. Security must be present for the duration of the event.		
Fairgrounds	Damage & Cleaning (no alcohol present)	600.00	
Fairgrounds	Kitchen Use Per Rental	132.00	
Fairgrounds	PA System Deposit	66.00	
Fairgrounds	<b>Rental Rates</b>		All renters are required to provide proof of Special Events Liability Insurance with a \$1M minimum aggregate, naming Crook County and the Crook County Fair Board as additional insureds.
Fairgrounds	<i>Carey Foster Hall</i>		
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	588.00	
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Kitchen Use per rental period	132.00	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	<i>Grizzly Mountain Pavilion</i>		
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	424.00	Building expansion, 2,000 sf added in 2024
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	212.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	<i>Indoor Arena</i>		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	588.00	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	Lights per hour	8.00	
Fairgrounds	Pens (each pen per rental period)	11.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Heating Fees (5 banks available) per hour per bank	16.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Fee to roll arena flat	120.00	
Fairgrounds	<i>Pavilion Tent &amp; Stage</i>		
Fairgrounds	Pavilion Tent & Stage only per day	324.00	
Fairgrounds	Pavilion Tent, Stage & Grass Area per day (RV Hookups included)	588.00	
Fairgrounds	Pavilion Tent & Stage hourly rate	66.00	
Fairgrounds	<i>Outdoor Arena</i>		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	714.00	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	Lights per hour	27.00	
Fairgrounds	PA System Use per rental period	66.00	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	
Fairgrounds	Event Setup & Take Down Fee per hour	132.00	
Fairgrounds	<i>Lookout Mountain Building</i>		
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	200.00	
Fairgrounds	All Event Types hourly rate	66.00	
Fairgrounds	Bereavement per event	150.00	
Fairgrounds	<i>Open Riding</i>		
Fairgrounds	Per rider, per day	11.00	
Fairgrounds	Per rider, 30-day permit	46.00	
Fairgrounds	Per family, 30-day permit (immediate family members only)	90.00	
Fairgrounds	<i>Stalls</i>		
Fairgrounds	Horse stalls (per night, shavings not included)	\$20/night + \$25 fee for each stall not mucked out upon leaving \$25 fee per stall not mucked	
Fairgrounds	<i>Camping</i>		
Fairgrounds	Dry Camping (per night)	20.00	
Fairgrounds	RV Hook Ups (per night)	30.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Legal Counsel</b>			
Legal Counsel	Legal Counsel review, per hour	143.00	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Paralegal staff time, per hour	79.00	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd	Actual cost will be charged; \$1,000 deposit required
<b>GIS</b>			
<b>Professional Services</b>			
GIS	Standard labor rate, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print	Basic layers with or w/o imagery costs
GIS	Quick Maps – Large Format	15.00 + print	Basic layers with or w/o imagery costs
GIS	Custom Mapping, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
<b>Printing &amp; Scanning (Small format) Cost Per sheet</b>			
GIS	8.5 X 11 (B&W)	0.25	
GIS	8.5 X 11 (Color)	0.75	
GIS	11 X 17 (B&W)	0.50	
GIS	11 X 17 (Color)	1.50	
<b>Printing (Large format)</b>			
GIS	Plat Copy (B&W), Per sheet	5.00	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	\$10 minimum
<b>Scanning (Large Format)</b>			
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	\$15 minimum
<b>Custom services</b>			
GIS	1- mile study and report	170.00	
GIS	Soil survey 1	25.00	
GIS	Soil survey 2	75.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
GIS	<b>GIS Data</b>		
GIS	Custom Data Request, per hour - 1 hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00	
GIS	<b>GIS Mapping fee (included in planning fees)</b>		
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	
GIS	Conditional use Permit, farm partitioning	60.00	
GIS	Conditional use Permit, non-residential	60.00	
GIS	Site plan review, residential or commercial	60.00	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	
GIS	Final plat review, subdivision, Per lot	60.00	
GIS	Road Vacation	60.00	
<b>Health Services</b>			
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.		
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.		
Health Services	<b>Worksite &amp; Community Wellness:</b>		
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	75.00	
Health Services	Blood Borne Pathogen Training	50.00	
Health Services	Mental Health First Aid	545.00	
Health Services	QPR	80.00	
Health Services	Living Well with Chronic Conditions	600.00	
Health Services	Other Training (Businesses), hourly rate	75.00	
Health Services	<b>Clinical Services</b>		
	Fees for clinical services are dependent on the costs of supplies, lab used, insurance reimbursement rates, and state established fees. Crook County adheres to the No Surprise Act, providing each self-pay or uninsured individual a Good Faith Estimate for services prior to their appointment. Crook County does not balance bill, so insured individuals will not receive a bill for services that are in addition to the patient cost sharing as required by their plan. If patient cost sharing expenses apply, they are billed on a sliding scale. Good Faith Estimates are available to insured individuals upon request.		
Health Services	<b>Vital Statistics and Medical Records:</b>		
Health Services	Birth and Death Certificates (First)	25.00	
Health Services	Additional Birth and Death Certificates, each	25.00	
Health Services	Replacement Fee (Birth and Death), each	5.00	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
Health Services	Expedited Order Fee	7.00	
Health Services	<b>Miscellaneous:</b>		
Health Services	Immunization Record Replacement	1.00	
Health Services	Head Lice Check	10.00	
Health Services	Lead Screening	300.00	
Health Services	<b>Food Service Inspection</b>		
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:		
Health Services	Full service restaurant/caterer fees based on seating criteria		
Health Services	0-15 seats	525.00	
Health Services	16-50 seats	590.00	
Health Services	51-150 seats	660.00	
Health Services	150+ seats	710.00	
Health Services	Bed and breakfast	210.00	
Health Services	Limited service restaurant	310.00	
Health Services	Commissary	405.00	
Health Services	Warehouse	215.00	
Health Services	Mobile unit, licensed in-County		
Health Services	Class I	295.00	
Health Services	Class II	305.00	
Health Services	Class III	330.00	
Health Services	Class IV	345.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	
Health Services	Temporary restaurant license, one day event	80.00	
Health Services	Temporary restaurant license, two or more days	80.00	
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	100.00	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	100.00	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)		- Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	40.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company		
Health Services	1-10 machines	75.00	
Health Services	11-20 machines	75.00	
Health Services	21-30 machines	100.00	
Health Services	31-40 machines	105.00	
Health Services	Tourist Facility inspection fees		
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	
Health Services	Travelers accommodations	120.00	
Health Services	Recreation park, plus per space charge as follows:	120.00	
Health Services	1 to 50 RV spaces, per space	2.50	
Health Services	51 to 100 RV spaces, per space	1.50	
Health Services	101+ RV spaces, per space	1.00	
Health Services	Organizational camps	170.00	
Health Services	Destination resort overnight lodging unit cluster license	400.00	includes hot tub maintenance permit
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is considered delinquent. If delinquency exceeds 15 days past the expiration date a penalty fee of 50% of the annual license fee shall be assessed. The penalty fee will increase by 50% of the license fee on the first day of each succeeding month of delinquency.		
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>		
Health Services	Full service restaurant	355.00	
Health Services	Bed and breakfast and restaurant (if required)	355.00	
Health Services	Commissary	255.00	
Health Services	Warehouse	105.00	
Health Services	Tourist Facility Plan Review (RV, Hotel)	355.00	
Health Services	Limited service	205.00	
Health Services	<u>Mobile units:</u>		
Health Services	Class I	205.00	
Health Services	Class II	230.00	
Health Services	Class III	280.00	
Health Services	Class IV	305.00	
Health Services	Mobile Unit w/previous plan review	-	
Health Services	Organizational Camp - w/o food kitchen building	205.00	
Health Services	Organizational Camp w/ food kitchen facility	280.00	
Health Services	<u>Remodeling</u>		
Health Services	Full service restaurant	255.00	
Health Services	All Others (turn-key/no construction)	205.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Health Services	<u>Other:</u>		
Health Services	Daycare inspection	105.00	
Health Services	School inspection	130.00	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	400.00	
Health Services	Additional (year round) pools and spas each	300.00	
Health Services	Seasonal pool	300.00	
Health Services	Additional seasonal pool/spa	300.00	
Health Services	Loan inspections water	145.00	
Health Services	Food handler certificate	10.00	
Health Services	Food handler replacement certificate	5.00	
Health Services	Administrative fee non-specific to above listed fees, per 15 minutes -- 15 minute minimum	5.00	
Health Services	Environmental health specialist consultation fee, in-house, per hour -- 1 hour minimum	100.00	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	150.00	
Health Services	Refund processing fee	25.00	
Health Services	Plan Review Packet	5.00	
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such complete inspection is performed during the license period in addition to the two semi-annual inspections normally performed. Charges accrued and not paid during the current license period will be added to the license fee for the next license period and will be subject to the late penalty fee of \$100 for each month fee remains unpaid.		
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.		
<b>Info Technology</b>			
Info Technology	IT – Professional Services		Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	Rates are based on actual costs of personnel, services and supplies, and overhead.

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Landfill</b>			
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale calibration.		
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.		
Landfill	<b>General services</b>		
Landfill	Loading Fee	25.00 per hour, per person	
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	12.00	
Landfill	Minimum disposal rate, any transaction, out-of-county residents	14.00	
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	69.00	
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	79.00	
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$25 minimum	25.00 minimum, 84.00 / ton	
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$35 minimum	35.00 minimum, 94.00 / ton	
Landfill	All other commercial haulers, per ton in-county	69.00	
Landfill	All other commercial haulers, per ton out-of-county	79.00	
Landfill	Fee for unsecured/untarped loads	10.00	
Landfill	Septage waste disposal, per gallon	0.165	Last changed on 2/1/2025 - no change since
Landfill	Contaminated soil originating in-county, per ton + surcharge	39.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee 50.00 applies. Approved Special Waste Disposal Application needed. surcharge	
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	49.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee 50.00 applies. Approved Special Waste Disposal Application needed. surcharge	
Landfill	Contaminated material originating in county, per ton + surcharge	69.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee 50.00 applies. Approved Special Waste Disposal Application needed. surcharge	
Landfill	Contaminated material originating out-of-county, per ton + surcharge	79.00/ton + \$50 surcharge, plus additional charge per ton. Minimum weight fee 50.00 applies. Approved Special Waste Disposal Application needed. surcharge	
Landfill	Carrot Seed - Landfill Cover	70.00	Central Oregon Seed Co. - clean loads only used for landfill cover

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
Landfill	Weight Ticket Only	5.00	
Landfill	<b>Inert material/Construction debris</b>		
Landfill	Concrete/cement, per ton	12.00	
Landfill	Dirt (clean) or Sod, per ton	12.00	
Landfill	Rocks or bricks, per ton	12.00	
Landfill	Asphalt, Rock per ton	12.00	
Landfill	<b>Waste Recovery Fees</b>		
Landfill	Wood chips per yard if purchased on site	5.00	
Landfill	Juniper chips per yard if purchased on site	7.00	
Landfill	Burning barrel purchase, per barrel	15.00	
Landfill	Sweeper brush roller purchase, per sweeper	25.00	
Landfill	Landscaping Boulders, per ton if purchased on site	250.00	
Landfill	<b>Appliance Disposal Fee</b>		
Landfill	Stoves, washers, dryers, dishwashers	9.00	
Landfill	Water heater	5.00	
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00	
Landfill	Refrigerators / freezers - Commerical	25.00	Grocery/Deli/Convenient Store Fridge and Freezers, Ice Cream Freezers, etc.
Landfill	Microwaves	3.00	
Landfill	Propane tanks	5.00	
Landfill	<b>Tires</b>		
Landfill	Tire fee, pick-up, up to 20 lbs. without rim - Limit of 12 tires total	5.00	
Landfill	Tire fee, pick- up, to 40 lbs. with rim - Limit of 12 tires total	8.00	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim - Limit of 12 tires total	10.00	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim - Limit of 12 tires total	15.00	
Landfill	No Giant Tires or Tractor Tires Accepted		- Giant and tractor tires not accepted
Landfill	<b>Mobile Home Disposal Fees</b>		<b>No mobile homes or travel trailers accepted.</b>
Landfill	<b>No mobile homes or travel trailers accepted.</b>		
Landfill	Campers		
Landfill	In-county	69.00/ton + \$25 surcharge, plus additional charge per ton 25.00 surcharge	
Landfill	Out-of-county	79.00/ton + \$25 surcharge, plus additional charge per ton 25.00 surcharge	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Landfill	<b>Dead Animals</b>		
Landfill	Off-Load fee for dead animals	10.00	
Landfill	In-county, per ton	69.00	
Landfill	Out-of-county, per ton	79.00	
Landfill	<b>Butcher Waste</b>		
Landfill	In-county, per ton	69.00	
Landfill	Out-of-county, per ton	79.00	
Landfill	<b>Hazardous Waste</b>		Hazardous Waste not accepted
Landfill	<b>Paint</b>		Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	69.00	Solidified or frozen latex or oil based paint only; must be in original
Landfill	Out-of-county, per ton	79.00	container.
Landfill	<b>Fluorescent Light Tubes</b> , per foot rounded up to nearest dollar	0.35	
Landfill	<b>Compact Fluorescent Bulbs</b> , each, rounded up to nearest dollar	1.25	
Landfill	<b>Shatterproof Fluorescent Tubes</b> , per foot rounded up to nearest dollar	0.55	
Landfill	<b>U-Tube and Circular Fluorescent Bulbs</b>	2.00	
Landfill	<b>UV Lamps</b> , per foot	2.00	
Landfill	<b>HID Lamps</b> , each	3.00	
Landfill	<b>Non-PCB Ballasts</b> , each	2.00	
Landfill	<b>Electronics</b>		
Landfill	<b>Undamaged</b>		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	No Charge	
Landfill	Televisions	No Charge	
Landfill	Console televisions	No Charge	
Landfill	VCRs/DVDs	No Charge	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	No Charge	
Landfill	Fax machines	No Charge	
Landfill	<b>Damaged</b>		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	3.00	
Landfill	Televisions	5.00	
Landfill	Console televisions	5.00	
Landfill	VCRs/DVDs	3.00	
Landfill	Copy machines--large	25.00	

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
Landfill	Copy machines--small	3.00	
Landfill	Fax machines	3.00	
Landfill	<b>Asbestos</b>		*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	Each additional lb. over 2,000 lbs.	0.05	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	<b>Recyclable items</b>		
Landfill	Latex, liquid paint (original container)	No Charge	
Landfill	Oil based liquid paint/stain (original container)	No Charge	
Landfill	RMA Commingled Recycling	No Charge	Commingled recyclables accepted under RMA regulations
Landfill	Newspaper	No Charge	
Landfill	Corrugated cardboard	No Charge	
Landfill	Glass	No Charge	
Landfill	Magazines	No Charge	
Landfill	Tin cans	No Charge	
Landfill	Household Batteries	No Charge	
Landfill	Car/truck batteries	No Charge	Lead Acid Batteries Only
Landfill	Used automobile oil, 5 gallon limit, no barrels, no commercial customers	No Charge	
Landfill	Antifreeze – Residential Customers	No Charge	
Landfill	Antifreeze – Commercial Customers (per gallon)	1.00	
Landfill	<b>Other Landfill fees</b>		
Landfill	Yard debris, per ton		
Landfill	In-county, per ton (minimum applies)	69.00	
Landfill	Out-of-county, per ton (minimum applies)	79.00	
Landfill	Wood Pallet Loads - Commercial Only, Clean	37.00	no other wood, no metal except nails, no pressure treated, no plastic wrapping material, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	
Landfill	Charge Account Landfill Card - Additional or Replacement Cards	10.00	Up to four cards will be provided for free to new accounts. Additional cards needed or replacement for lost cards
Landfill	Off-Load Fee	10.00	Boats, Trusses, etc. with signed waiver form
Landfill	Sign Space Rental - per year	150.00	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Library</b>			
Library	Nonresident card fee		
Library	1 month	10.00	
Library	3 months	25.00	
Library	12 months	85.00	
Library	Interlibrary loan no-pickup fee	5.00	
Library	Collection fee, per account sent	10.00	
Library	Use of Library Meeting Rooms		Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	Any damages will be billed to user
<b>Museum</b>			
Museum	Use of Museum Community Room		
Museum	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	Any damages will be billed to user
<b>OSU Extension</b>			
OSU Extension	<b>4-H Clover Club Building Rental Rates</b>		
OSU Extension	Griffin Classroom		
OSU Extension	Non-Profit Organization, per hour	30.00	
OSU Extension	Non-Profit Organization, entire day	150.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	
OSU Extension	Assembly Room		
OSU Extension	Non-Profit Organization, per hour	40.00	
OSU Extension	Non-Profit Organization, entire day	200.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	
OSU Extension	Entire Building		
OSU Extension	Non-Profit Organization, per hour	50.00	
OSU Extension	Non-Profit Organization, entire day	250.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	
OSU Extension	Cleaning/Damage Deposit	300.00	
OSU Extension	Key Deposit	10.00	
OSU Extension	Copies/Prints		
OSU Extension	B/W 8½x11 Copy Paper	0.10	
OSU Extension	Color 8½x11 Copy Paper	0.50	

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
OSU Extension	Double-sided copies		Price is Doubled
OSU Extension	Faxes		
OSU Extension	Local - Up to 10 pages	1.50	
OSU Extension	Long Distance - Up to 10 pages	2.50	
OSU Extension	Additional pages over 10, cost Per page	0.50	
<b>Sheriff's Office</b>			
Sheriff's Office	Administrative Research Fee, per hour	65.00	Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports) per disk		Replaced by Media Fee
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00	
Sheriff's Office	over 10 pages, per page	0.25	
Sheriff's Office	Mailing materials		Cost of materials plus actual postage cost Covered in County-wide section
Sheriff's Office	Criminal reports (audio)		Replaced by Media Fee
Sheriff's Office	Criminal reports (video)		Replaced by Media Fee
Sheriff's Office	Photograph fees		Cost is dependent upon format/size of photograph. Contact CCSO for pricing details
Sheriff's Office	Garnishments	25.00	
Sheriff's Office	Electronic Fingerprinting, per card	15.00	
Sheriff's Office	Impounded auto processing fee	100.00	
Sheriff's Office	Electronic monitoring installation and set-up	50.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Criminal Actions	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee	45.00	per ORS 21.300
Sheriff's Office	Civil Actions and Proceedings	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee	45.00	per ORS 21.300
Sheriff's Office	Three or more persons at same address (per person)	25.00	per ORS 21.300
Sheriff's Office	Two persons at two different addresses (each address)	45.00	per ORS 21.300
Sheriff's Office	FED Summons & Complaint	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	per ORS 21.300

Department	Fee Description	FY 25-26	Comments
		Fee (\$) Effective 7/1/2025	
Sheriff's Office	FED Notice of Restitution	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	per ORS 21.300
Sheriff's Office	FED Writ of Execution (base fee)	125.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$45 = \$125)
Sheriff's Office	Three or more persons (Inc. et al) (each person)	25.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$25 per person = \$155 for 3)
Sheriff's Office	Writ of Execution/Order of Assistance	80.00	
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	
Sheriff's Office	Real Property Foreclosure Sale	\$600 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Certificate of Redemption: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Sheriff Deed: (not included in Foreclosure Fees)	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Personal Property Foreclosure Sale	\$475 deposit +	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time add'l actual at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of costs sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: <a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>		<a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>

**Dog Licenses**

Dog Licenses	Dog License Fees	Rabies vaccination must run concurrent with the license
Dog Licenses	<b>Yearly</b>	
Dog Licenses	Unaltered, per year	25.00
Dog Licenses	Altered, per year	10.00
Dog Licenses	Unaltered, owner senior citizen (62+ years old), per year	12.50
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00
Dog Licenses	Livestock dog License, per year	5.00 (see CCC 6.04.085)
Dog Licenses	<b>3-Year</b>	
Dog Licenses	Unaltered	75.00
Dog Licenses	Altered	20.00
Dog Licenses	Unaltered, owner senior citizen (62+ years old)	37.50
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00
Dog Licenses	Livestock dog License	10.00 (see CCC 6.04.085)

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
Dog Licenses	Replacement tag	2.00	
Dog Licenses	<b>Kennel License Fee</b>		
Dog Licenses	<b>Yearly</b>		
Dog Licenses	Up to 10 dogs, per dog, per year	50.00	
Dog Licenses	Each additional adult dog over 10, per dog, per year	3.00	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	25.00	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	1.50	\$25.00 for the first 10 dogs plus \$1.50 for each add'l adult dog
Dog Licenses	per dog, per year		
Dog Licenses	<b>3-Year</b>		
Dog Licenses	Up to 10 dogs, for 3 years	100.00	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	50.00	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	3.00	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	per dog, per year		
Dog Licenses	<b>Ranch License Fee</b>		
Dog Licenses	<b>Yearly</b>		
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	
Dog Licenses	4+ ranch dogs, per year	15.00	
Dog Licenses	<b>3-Year</b>		
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	
<b>Road</b>			
Road	<b>County-Accepted and Maintained Roads</b>		
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the		
Road	Construction Plan Review, base charge + charge per linear foot of County road	371.00	Base charge of \$371 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	185.00	Base charge of \$185 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	185.00	
Road	Cattle Guard Permit Fee	371.00	
Road	Consultant fee	Actual Cost	Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.

Department	Fee Description	FY 25-26 Fee (\$) Effective 7/1/2025	Comments
<b>Surveyor</b>			
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>		
Surveyor	Partition plat review and filing		
Surveyor	First 2 sheets	550.00	
Surveyor	Each additional sheet over 2	50.00	\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing		
Surveyor	First sheet	225.00	
Surveyor	Each additional additional sheet, boundary review	50.00	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee	Base fee of \$900 + \$85 per lot
		+ \$85 per lot	
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee	Base fee of \$1,100 + \$85 per lot
		+ \$85 per lot	
Surveyor	Post monumented subdivision	\$4500 + \$50	\$4,500 cash deposit + \$50 per post monument
		per post monument	
Surveyor	Condominium plat review and filing	\$900 base fee	Base fee of \$900 + \$85 per unit
		+ \$85 per unit	
Surveyor	Affidavit of correction	110.00	
Surveyor	Oregon Corner Restoration Record	25.00	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	
Surveyor	Vacation review and filing	110.00	
Surveyor	Blueline copies, per sheet	4.00	
Surveyor	Photocopies, per sheet	0.50	
Surveyor	Property line adjustment review and filing	300.00	
Surveyor	First sheet	300.00	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Each additional additional sheet	50.00	
Surveyor	Additional plat review caused by redesign, per hour	140.00	
<b>Weed Control</b>			
Weed Control	Inspection and Weed-Free Certification for rock pits	125.00	This fee pertains to rock pits only

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
<b>All Departments*</b>	Photocopies, printing, scanning (made by staff)			-	
All Departments*	8½ x 11, black & white, per page, per side	0.25	0.25	-	
All Departments*	8½ x 11, color, per page, per side	0.75	0.75	-	
All Departments*	11 x 17, black & white, per page, per side	0.50	0.50	-	
All Departments*	11 x 17, color, per page, per side	1.50	1.50	-	
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50	2.50	-	Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	40.00	65.00	25.00	
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	35.00	-	ORS 30.701 (5)
All Departments	Mailing materials	Actual cost	Actual cost		Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00	10.00	-	
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00	10.00	-	
All Departments	Electric vehicle charging, per kWh	0.30	0.40	0.10	per kWh

\*Unless otherwise specified in department sections

**Administration**

Administration	County Liquor License Application				ORS 417.166(8)
Administration	New	50.00	50.00	-	
Administration	Renewal	25.00	25.00	-	See above.

**County Clerk**

County Clerk	<b>Location and Copy Fees</b>				
County Clerk	Location fee		3.75	3.75	
County Clerk	Copies/Computer Prints	0.25	0.25	-	per page, per side
County Clerk	Certification Fee		3.75	3.75	
County Clerk	Copy of PVAB (Property Value Appeals Board) Audio File, 1st record	10.00	10.00	-	
County Clerk	Copy of PVAB Audio File, each additional file		1.00	1.00	
County Clerk	Research/Collation Services: Amounts of less than one hour shall be charged in 1/2 hour increments.	40.00	40.00	-	per hour
County Clerk	FTP Fee - Daily Images - subscription		0.25	0.25	per image
County Clerk	Digital Research Room (Index & Images) Monthly Subscription		425.00	425.00	
County Clerk	<b>Other Fees</b>				
County Clerk	Notary (per signature)		10.00	10.00	
County Clerk	Passport Processing Fee		35.00	35.00	each
County Clerk	Voter list on USB	35.00	35.00	-	
County Clerk	Voter's Pamphlet measure argument filing fee	300.00	300.00	-	Or a petition containing signatures per County Code 2.32.040
County Clerk	<b>Recording Fees</b>				
County Clerk	One page instruments - minimum fee		5.00	5.00	per instrument
County Clerk	Additional pages		5.00	5.00	per page
County Clerk	Mining Records		5.00	5.00	1st page (\$5.00/ea add. claim)
County Clerk	<b>Land Corner Preservation fund (CPF)</b>				
County Clerk	Applies to all instruments except for liens, Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, Mining Records, County internal documents not usually charged a recording fee.		10.00	10.00	per instrument (note exceptions)

County Clerk **Assessment and Taxation (A&T) Fee**

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Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.		10.00	10.00	per instrument (note exceptions)
County Clerk	<b>Oregon Land Information System (OLIS) Fee</b>			-	
County Clerk	Applies to all instruments except for Military Discharge (DD 214), Satisfaction of Judgments, Federal documents, County internal documents not usually charged a recording fee.		1.00	1.00	per instrument (note exceptions)
County Clerk	<b>Affordable Housing (HOUSING) Fee</b>			-	
County Clerk	Applies to all instruments except for Military Discharges (DD 214), Federal documents, County internal document not usually charged a recording fee, documents required under ORS 517.210 to maintain mining claims, warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646, a certified copy of a judgment, a lien record abstract as described in ORS 18.170, a satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract, Department of Revenue documents and tax collectors.		60.00	60.00	per instrument (note exceptions)
County Clerk	<b>Affordable Housing Collection (HOUSING) Fee</b>		1.00	1.00	per instrument assessed HOUSING fee
County Clerk	<b>Technology (TECH) Fee</b>			-	
County Clerk	Applies to all instruments except for Military Discharge (DD214), Federal documents, County internal documents not usually charged a recording fee.		5.00	5.00	per instrument (note exceptions)
County Clerk	<b>Clerks Archive (ARCHIVE) Fee</b>			-	
County Clerk	Applies to all instruments except Military Discharge (DD 214), Federal documents, County internal documents not usually charged a recording fee.		2.00	2.00	per instrument (note exceptions)
County Clerk	<b>Multiple Transaction Fee</b>			-	
County Clerk	When recording instruments that describe two or more transactions, each additional transaction will be charged when involving the same property.		5.00	5.00	each additional transaction
County Clerk	<b>Additional References</b>			-	
County Clerk	In addition to and not in lieu of the fees charged for recording the assignment, release or satisfaction of any recorded instrument, \$5 for each additional instrument being assigned, released or satisfied.		5.00	5.00	each additional reference
County Clerk	<b>Non-Standard Fee</b>			-	
County Clerk	Additional fee for non-standard documents.		20.00	20.00	per instrument
County Clerk	<b>Other Recording</b>			-	
County Clerk	Military Discharge (DD214)		-	-	No charge for recording
County Clerk	<b>Subdivision Plats - By Lot / Tracts Size - Price Varies</b>			-	
County Clerk	20 lots / tracts or less		115.00	115.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)
County Clerk	each additional lot / tract		5.00	5.00	
County Clerk	Partition Plats		50.00	50.00	Plus fees CPF, A&T, OLIS, HOUSING, TECH, ARCHIVE (listed above)

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
County Clerk	<b>Marriage License</b>			-	
County Clerk	Base Fee		25.00	25.00	
County Clerk	- Conciliation Fee		10.00	10.00	
County Clerk	- Domestic Violence Fund		25.00	25.00	
County Clerk	Replacement marriage license packet (prior to ceremony)		10.00	10.00	
County Clerk	Replacement of memento marriage certificate		3.50	3.50	
County Clerk	Amend marriage record	25.00	45.00	20.00	each marriage record
County Clerk	Request for waiver of three day waiting period for marriage license.		10.00	10.00	per waiver
County Clerk	<b>Domestic Partnership</b>			-	
County Clerk	Declaration of Domestic Partnership registration fee		60.00	60.00	
County Clerk	Domestic Partnerships conciliation fee	10.00	10.00	-	
County Clerk	Computer prints, per page, per side	0.25	0.25	-	duplicate
County Clerk	Additional first page recording fee	5.00	5.00	-	in addition to statutory fee; supports computer replacement
<b>Assessor</b>					
Assessor	Farm disqualification estimates, each	175.00	175.00	-	
Assessor	Print enlargements, each	1.50	1.50	-	
Assessor	Research Fee, per hour – 1 hour minimum	120.00	120.00	-	
Assessor	Map/Account change processing fee, per lot	25.00	25.00	-	
Assessor	Manufactured Structure processing fees:			-	
Assessor	Trip Permit, per section	25.00	25.00	-	
Assessor	Ownership/Situs change, each	80.00	80.00	-	
<b>Community Corrections</b>					
Community Corrections	DNA Collection Fee	10.00	10.00	-	
Community Corrections	Dirty Urinalysis Fee	20.00	20.00	-	
Community Corrections	Interstate Compact Fee	150.00	150.00	-	
Community Corrections	Work Crew Orientation Fee	40.00	40.00	-	
Community Corrections	Work crew hourly rate	Rural min. wage	Rural min. wage		Rural minimum wage is \$14.05 as of 7/1/2025.
<b>Community Development (CD)</b>					
CD - Building Services	When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100. When a structural permit is required by the				
CD - Building Services	<b>Building (Structural) Permits:</b>			-	Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	115.75	120.00	4.25	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	9.52	10.00	0.48	\$120.00 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.13	7.50	0.37	\$320 for the first \$25,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.76	5.00	0.24	\$507.50 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	Each additional \$1,000 over \$100,001	3.97	4.25	0.28	\$757.50 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	12%	0%	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	75%	0%	
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%	0.18%	0.00%	Maximum fee of \$400.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%	0.18%	0.00%	Maximum fee of \$285.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%	0.18%	0.00%	Maximum fee of \$600.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%	0.30%	0.00%	Maximum fee of \$105,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	68.25	72.00	3.75	
CD - Building Services	8.) Residential Demolition Permit Fee - complete demolition, not subject to State Surcharge	99.75	105.00	5.25	
CD - Building Services	9.) Commercial Demolition Permit Fee - complete demolition, not subject to State Surcharge	252.00	265.00	13.00	
CD - Building Services	10.) Structural Alteration (not demo) - partial, soft, interior	Based on value	Based on value		See Structural Permit fee table by valuation, incurs State Surcharge
CD - Building Services	11.) Additional Plan Review - When applicable, per hour – 1/2 hour minimum	120.00	126.00	6.00	per hour
CD - Building Services	12.) Refund processing fee	82.00	82.00	-	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	13.) Change of Occupancy Review, no structural work indicated	178.50	187.50	9.00	
CD - Building Services	14.) Pre-Application - Complex/large project consultation or review fee, per hour – 2 hour minimum	178.50	187.50	9.00	per hour; may include charges for review from technical experts as ACS
CD - Building Services	15.) Re-Roofing, Residential (when required)	170.90	179.45	8.54	
CD - Building Services	16.) Re-Roofing, Commercial Only (when required)	330.00	346.50	16.50	
CD - Building Services	17.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	40%	0%	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	18.) Re-Inspection Fee, per each	120.00	126.00	6.00	
CD - Building Services	19.) Investigation fee, per hour	120.00	126.00	6.00	per hour
CD - Building Services	20.) Each additional inspection, above allowable - per each	120.00	126.00	6.00	
CD - Building Services	21.) Inspection outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	per hour
CD - Building Services	22.) Inspection for which no fee is indicated, per hour	120.00	126.00	6.00	per hour
CD - Building Services	22.) Replacement copy provided by owner for Plan Review and Stamp	-	-	-	REMOVE

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	23.) Copying of Plans Reviewed, Stamped Plans	-	-	-	REMOVE
CD - Building Services	23.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	50% of current fee for new permit		New Permit Fee thereafter
CD - Building Services	24.) Permit Extension	50.00	50.00	-	
CD - Building Services	25.) Permit History Research Fee, per hour	80.00	84.00	4.00	
CD - Building Services	26.) Copies, per page	0.25	0.25	-	
CD - Building Services	27.) Oversize copies, per page	5.00	5.00	-	
CD - Building Services	28.) Permit Shipping	10.00	10.00	-	
CD - Building Services	29.) Phased Plan Review Fee - in addition to project plan review fees	\$315 minimum phasing (application) fee+ 10% of total project building permit fee	\$315 minimum phasing (application) fee+ 10% of total project building permit fee		Not to exceed \$1,500.00 for each phase
CD - Building Services	30.) Deferred Plan Review in addition to project plan review fees – 65% of permit fee on deferred portion calculated using the value of the deferred portion with a \$300.00 minimum fee.	65%	65%	0%	\$300.00 minimum fee
CD - Building Services	31.) Temporary Certificate of Occupancy – Commercial	435.75	450.00	14.25	
CD - Building Services	32.) Temporary Certificate of Occupancy – Residential	259.35	270.00	10.65	
CD - Building Services	33.) Temporary Gold Seal Job Trailer Placement Inspection	-	-	-	
CD - Building Services	a.) Single-wide unit	525.00	551.25	26.25	
CD - Building Services	b.) Double-wide unit	630.00	661.50	31.50	
CD - Building Services	c.) Triple-wide unit	745.50	783.00	37.50	
CD - Building Services	34.) Administrative/Clerical Fee	82.50	86.50	4.00	
CD - Building Services	35.) Residential Fire Suppression - Standalone System, fee includes plan review. (See Plumbing Fee section for Continuous Loop/Multipurpose System)	-	-	-	
CD - Building Services	0 to 2,000 sq. ft.	165.00	173.25	8.25	
CD - Building Services	2,001 to 3,600 sq. ft.	175.00	183.75	8.75	
CD - Building Services	3,601 to 7,200 sq. ft.	220.00	231.00	11.00	
CD - Building Services	7,201 sq. ft. and greater	270.00	283.50	13.50	
CD - Building Services	<b>Manufactured Dwelling &amp; RV Parks - Area Development Permit</b>			-	
	Fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp - and applying the valuation amount to Table 1 as referenced for each.				
CD - Building Services	Valuation: Table 1				
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00		
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20		\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90		\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15		\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95		\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85		\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20		\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20		\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre				Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue; Deduct 10% from the valuation of parks constructed east of the Cascade Summit
CD - Building Services	Park - Class A (contains paved streets, curbs, and no sidewalks):				"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,901.00	6,196.05	295.05	
CD - Building Services	5 spaces per acre, per space	5,517.00	5,792.85	275.85	
CD - Building Services	6 spaces per acre, per space	5,197.00	5,456.85	259.85	
CD - Building Services	7 spaces per acre, per space	4,941.00	5,188.05	247.05	
CD - Building Services	8 spaces per acre, per space	4,685.00	4,919.25	234.25	
CD - Building Services	9 spaces per acre, per space	4,493.00	4,717.65	224.65	
CD - Building Services	10 spaces per acre, per space	4,365.00	4,583.25	218.25	
CD - Building Services	11 spaces per acre, per space	4,301.00	4,516.05	215.05	
CD - Building Services	12 spaces per acre, per space	4,237.00	4,448.85	211.85	
CD - Building Services	Park - Class B (contains paved streets, no curbs, and no sidewalks):				"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,504.00	5,779.20	275.20	
CD - Building Services	5 spaces per acre, per space	5,120.00	5,376.00	256.00	
CD - Building Services	6 spaces per acre, per space	4,800.00	5,040.00	240.00	
CD - Building Services	7 spaces per acre, per space	4,544.00	4,771.20	227.20	
CD - Building Services	8 spaces per acre, per space	4,288.00	4,502.40	214.40	
CD - Building Services	9 spaces per acre, per space	4,096.00	4,300.80	204.80	
CD - Building Services	10 spaces per acre, per space	3,968.00	4,166.40	198.40	
CD - Building Services	11 spaces per acre, per space	3,904.00	4,099.20	195.20	
CD - Building Services	12 spaces per acre, per space	3,804.00	3,994.20	190.20	
CD - Building Services	Park - Class C (contains no paved streets, no curbs, but have a sidewalk on one side of each street):				"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	4 or fewer spaces per acre, per space	5,312.00	5,577.60	265.60	
CD - Building Services	5 spaces per acre, per space	5,028.00	5,279.40	251.40	
CD - Building Services	6 spaces per acre, per space	4,608.00	4,838.40	230.40	
CD - Building Services	7 spaces per acre, per space	4,352.00	4,569.60	217.60	
CD - Building Services	8 spaces per acre, per space	4,269.00	4,482.45	213.45	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	9-spaces per acre, per space	3,904.00	4,099.20	195.20	
CD - Building Services	10 spaces per acre, per space	3,776.00	3,964.80	188.80	
CD - Building Services	11 spaces per acre, per space	3,712.00	3,897.60	185.60	
CD - Building Services	12 spaces per acre, per space	3,648.00	3,830.40	182.40	
CD - Building Services	1.) Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue				REMOVE
CD - Building Services	2.) Deduct ten Percent from the valuation of parks constructed east of the Cascade Summit.				REMOVE
CD - Building Services	3.) "Class A" parks contains paved streets, curbs and no sidewalks.				REMOVE
CD - Building Services	4.) "Class B" Parks contains paved streets, no curbs and no sidewalks.				REMOVE
CD - Building Services	5.) "Class C" parks contain no paved streets, no curbs, but have a sidewalk on one side of each street.				REMOVE
CD - Building Services	Additional plan review (when applicable), per hour=1/2 hour minimum	120.00	126.00	6.00	Per hour; required when approved plan is added to, changed, or revised; minimum 1/2 hour
CD - Building Services	Consultation fee, per hour – 1 hour minimum	160.00	168.00	8.00	
CD - Building Services	Plan check fee for Manufactured Home Park – % of valuation	65%	0.68	3%	% of Table 1 Valuation
CD - Building Services	Prefabricated structural inspections				REMOVE
CD - Building Services	Manufactured Home Park Installation connection				REMOVE
CD - Building Services					
CD - Building Services	<b>Recreation Park Fees:</b>				
CD - Building Services	Valuation: Table 1				
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	26.25	1.25	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.31	0.11	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	10.40	0.49	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.51	0.36	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	5.20	0.25	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	4.04	0.19	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.31	0.11	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.31	0.11	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre				
CD - Building Services	Park - Class A				"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,637.00	2,768.85	131.85	
CD - Building Services	8 spaces per acre, per space	2,470.00	2,593.50	123.50	
CD - Building Services	10 spaces per acre, per space	2,320.00	2,436.00	116.00	
CD - Building Services	12 spaces per acre, per space	2,189.00	2,298.45	109.45	
CD - Building Services	14 spaces per acre, per space	2,074.00	2,177.70	103.70	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	16 spaces per acre, per space	1,978.00	2,076.90	98.90	
CD - Building Services	18 spaces per acre, per space	1,907.00	2,002.35	95.35	
CD - Building Services	20 spaces per acre, per space	1,849.00	1,941.45	92.45	
CD - Building Services	22 spaces per acre, per space	1,798.00	1,887.90	89.90	
CD - Building Services	Park - Class B				"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00		(2,483.00)	
CD - Building Services	8 spaces per acre, per space	2,317.00		(2,317.00)	
CD - Building Services	10 spaces per acre, per space	2,176.00		(2,176.00)	
CD - Building Services	12 spaces per acre, per space	2,035.00		(2,035.00)	
CD - Building Services	14 spaces per acre, per space	1,920.00		(1,920.00)	
CD - Building Services	16 spaces per acre, per space	1,824.00		(1,824.00)	
CD - Building Services	18 spaces per acre, per space	1,754.00		(1,754.00)	
CD - Building Services	20 spaces per acre, per space	1,696.00		(1,696.00)	
CD - Building Services	22 spaces per acre, per space	1,645.00		(1,645.00)	
CD - Building Services	Park - Class C				"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	6 or fewer spaces per acre, per space	1,792.00		(1,792.00)	
CD - Building Services	8 spaces per acre, per space	1,626.00		(1,626.00)	
CD - Building Services	10 spaces per acre, per space	1,485.00		(1,485.00)	
CD - Building Services	12 spaces per acre, per space	1,344.00		(1,344.00)	
CD - Building Services	14 spaces per acre, per space	1,229.00		(1,229.00)	
CD - Building Services	16 spaces per acre, per space	1,133.00		(1,133.00)	
CD - Building Services	18 spaces per acre, per space	1,062.00		(1,062.00)	
CD - Building Services	20 spaces per acre, per space	1,005.00		(1,005.00)	
CD - Building Services	22 spaces per acre, per space	954.00		(954.00)	
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	65%	0%	% of Table 1 Valuation
CD - Building Services				-	
CD - Building Services	<b>Solar Structural Installation Permits - separate Electrical Permit application may also be required</b>			-	
CD - Building Services	1.) Solar Permit (when required) - Prescriptive Path System, fee includes plan review.	182.00	187.50	5.50	
CD - Building Services	2.) Solar Permit - Non-Prescriptive Path System	based on the valuation	based on the valuation	based on the valuation	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.
CD - Building Services				-	
CD - Building Services	<b>Mechanical Permits:</b>	115.75	120.00	4.25	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is <b>\$120.00.</b>
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 120.00			-	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see permit fee table for rates.			-	
	Total Valuation \$1 to \$5,000, plus:		120.00		Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$120.00
	Each additional \$1,000 between \$5,001 to \$25,000		10.00		\$120 for the first \$5,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
	Each additional \$1,000 between \$25,001 to \$50,000		8.00		\$320 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000
	Each additional \$1,000 between \$50,001 to \$100,000		6.00		\$520 for the first \$50,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
	Each additional \$1,000 over \$100,001		4.25		\$820 for the first \$100,000 plus \$4.25 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) Air Conditioner	15.50	16.30	0.80	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	15.50	16.30	0.80	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	20.50	21.50	1.00	
CD - Building Services	4.) Appliance or piece of equipment regulated by code but not classified in other appliance categories.	12.35	13.50	1.15	
CD - Building Services	5.) Attic/crawl space fans	8.95	9.40	0.45	
CD - Building Services	6.) Chimney /liner/flue/vent	12.85	13.50	0.65	
CD - Building Services	7.) Clothes dryer exhaust	12.85	13.50	0.65	
CD - Building Services	8.) Decorative gas fireplace	12.85	13.50	0.65	
CD - Building Services	9.) Evaporative cooler other than portable	8.95	9.40	0.45	
CD - Building Services	10.) Floor furnace, including vent	12.85	13.50	0.65	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	10.75	11.30	0.55	
CD - Building Services	12.) Furnace - greater than 100,000 BTU	20.50	21.50	1.00	
CD - Building Services	13.) Furnace - up to 100,000 BTU	19.15	20.00	0.85	
CD - Building Services	14.) Furnace/burner including duct work/vent/liner	20.50	21.50	1.00	
CD - Building Services	15.) Gas or wood fireplace/insert	20.50	21.50	1.00	
CD - Building Services	16.) Gas Fuel piping outlets	12.85	13.50	0.65	
CD - Building Services	17.) Heat pump	19.15	20.00	0.85	
CD - Building Services	18.) Hood served by mechanical exhaust, including ducts for hood	8.95	9.40	0.45	
CD - Building Services	19.) Hydronic hot water system	82.15	86.00	3.85	
CD - Building Services	20.) Mini spit system	19.15	20.00	0.85	
CD - Building Services	21.) Installation or relocation of domestic type incinerator		-		
CD - Building Services	22.) Oil tank/gas/diesel generators	19.15	20.00	0.85	
CD - Building Services	23.) Pool or spa heater, kiln	12.85	13.50	0.65	
CD - Building Services	24.) Repair, alteration, or addition to mechanical appliance including the installation of controls	20.50	21.50	1.00	
CD - Building Services	25.) Range hood/other kitchen equipment	12.35	13.00	0.65	
CD - Building Services	26.) Suspended heater, recessed wall heater, or floor mounted floor heater	12.86	13.50	0.64	
CD - Building Services	27.) Ventilation fan connected to single duct	8.95	9.40	0.45	
CD - Building Services	28.) Ventilation system not a portion of heating or air-conditioning system authorized by this permit	8.95	9.40	0.45	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	29.) Water heater	51.45	54.00	2.55	
CD - Building Services	30.) Wood/pellet stove	20.50	21.50	1.00	
CD - Building Services	31.) Other heating/cooling	12.85	13.50	0.65	
CD - Building Services	32.) Other fuel appliance	12.85	13.50	0.65	
CD - Building Services	33.) Other environment exhaust/ventilation	8.95	9.40	0.45	
CD - Building Services	34.) Mechanical – Additional plan review (when applicable), per hour – 1/2 hour minimum	120.00	126.00	6.00	Per hour
CD - Building Services	36.) Mechanical – Re-inspection fee, per each	120.00	126.00	6.00	
CD - Building Services	37.) Mechanical - Each additional inspection, above allowable - per each	120.00	126.00		
CD - Building Services	38.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	Per hour
CD - Building Services	39.) Mechanical – Inspections for which no fee is specifically indicated, per each, one hour minimum	120.00	126.00	6.00	Per each, one hour minimum
CD - Building Services	40.) Mechanical – Investigation fee, per hour	120.00	126.00	6.00	Per hour
CD - Building Services	41.) Mechanical – Minimum fee	115.75	120.00	4.25	
CD - Building Services			-	-	
CD - Building Services	<b>Plumbing Permits:</b>		-	-	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$120.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee		-	-	
CD - Building Services	The minimum Plumbing Permit Application Fee is \$120.00		-	-	
CD - Building Services	The Plumbing Plan Review Fee is 30% of the Permit fee.		-	-	
CD - Building Services	Commercial and Non-New Residential - Site Utilities		-	-	
CD - Building Services	1.) Sanitary Sewer – first 100 feet	85.85	90.15	4.30	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	85.85	90.15	4.30	
CD - Building Services	3.) Water Service – first 100 feet	85.85	90.15	4.30	
CD - Building Services	4.) Backflow preventer	28.60	30.03	1.43	
CD - Building Services	4.) Each additional 100 feet or fraction thereof water, sewer, or storm sewer line	70.60	74.15	3.55	
CD - Building Services	5.) Mfd Park -site utility connections, per space	170.00	178.50	8.50	
CD - Building Services	6.) Reinspection fee, per each	51.45	54.02	2.57	
CD - Building Services	7.) Plumbing – Each additional inspection, above allowable - per each	120.00	126.00	6.00	
CD - Building Services	8.) Plumbing – Inspections for which no fee is specifically indicated, per hour, minimum one hour	120.00	126.00	6.00	
CD - Building Services	9.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	10.) Plumbing – Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	11.) Plumbing – Additional plan review (when applicable), per hour – 1/2 hour minimum	120.00	126.00	6.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 1/2 hour minimum	120.00	123.60	3.60	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
	New 1&2 Family Dwelling - includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.		-	-	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	220.50	227.12	6.62	
CD - Building Services	12.) First Kitchen & Bathroom	330.75	347.00	16.25	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	13.) First Kitchen & 2 Bathrooms	441.00	463.00	22.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	14.) First Kitchen & 3 Bathrooms	551.25	580.00	28.75	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) Additional bath/kitchen	220.50	230.00	9.50	
CD - Building Services	16.) Each additional 100 feet or fraction thereof of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach drains) - first 100 feet included in bathroom/kitchen fee	70.60	74.00	3.40	
CD - Building Services	17.) Each fixture as marked on application	28.60	30.00	1.40	
CD - Building Services	18.) Re-piping/retrofit water supply, per fixture	28.60	30.00	1.40	
CD - Building Services	19.) Backflow preventer	28.60	30.00	1.40	
CD - Building Services	20.) Water heater	51.45	54.00	2.55	
CD - Building Services	21.) Residential Fire Suppression - Multipurpose/Continuous Loop System, plan review included	-	-	-	
CD - Building Services	0 to 2,000 sq. ft.	165.00	173.25	8.25	
CD - Building Services	2,001 to 3,600 sq. ft.	175.00	183.75	8.75	
CD - Building Services	3,601 to 7,200 sq. ft.	220.00	231.00	11.00	
CD - Building Services	7,201 sq. ft. and greater	270.00	283.50	13.50	
CD - Building Services			-	-	
CD - Building Services	<b>Medical Gas Permits:</b>		-	-	
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	122.25	-	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	2.00	-	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	12.50	7.00	(5.50)	\$222.25 for the first \$10,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 - \$100,001 and greater	8.50	5.00	(3.50)	\$852.25 for the first \$100,000 plus \$5.00 for each additional \$1,000 or fraction thereof
CD - Building Services			-	-	
CD - Building Services	<b>Manufactured Home Permits:</b>		-	-	
CD - Building Services	Manufactured Home and Cabana permits are subject to a \$30.00 State Administration Fee	30.00	30.00	-	State Administration Fee

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	1.) Manufactured Dwelling Placement Permit Fee - Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	609.00	670.00	61.00	Total of \$780.40 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	35.00	-	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour	120.00	126.00	6.00	
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	7.) Re-inspection fee, per inspection	120.00	126.00	6.00	
CD - Building Services	<b>Electrical Permits:</b>			-	Plus applicable State Surcharge; minimum permit fee is 120.00
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	0.12	0%	
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	25%	0%	
CD - Building Services	3.) Master Electrical Application Permit fee - one time at initial application; renews annually as applicable	100.00	100.00	-	
CD - Building Services	4.) Master Electrical inspection fee, per hour - includes travel time, inspection, and report writing	120.00	126.00	6.00	per hour
CD - Building Services	<b>New Construction</b>				
CD - Building Services	<b>Residential</b>				
CD - Building Services	5.) Residential, per unit, service included			-	Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	192.40	202.00	9.60	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	32.05	33.65	1.60	
CD - Building Services	6.) Limited energy	44.90	47.15	2.25	
CD - Building Services	7.) Commercial Electrical Multi-Family				
CD - Building Services	a.) Multi-family limited energy by floor	85.85	90.00	4.15	
CD - Building Services	b.) Multi-family protective signaling by floor	85.85	90.00	4.15	
CD - Building Services	8.) Each manufactured home or modular dwelling service or feeder	115.75	121.50	5.75	
CD - Building Services	9.) Service or feeders:				installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	123.90	130.10	6.19	
CD - Building Services	b.) 201 to 400 amps	146.20	153.50	7.30	
CD - Building Services	c.) 401 to 600 amps	245.70	258.00	12.30	
CD - Building Services	d.) 601 to 1,000 amps	322.10	338.20	16.10	
CD - Building Services	e.) Over 1,000 amps or volts	732.90	770.00	37.10	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Building Services	f.) Reconnect only	115.75	121.50	5.75	
CD - Building Services	10.) Temporary service or feeders:			-	installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	115.75	121.50	5.75	
CD - Building Services	b.) 201 to 400 amps	134.65	141.50	6.85	
CD - Building Services	c.) 401 to 600 amps	194.25	204.00	9.75	
CD - Building Services	d.) 601 to 1,000 amps	322.10	338.50	16.40	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	732.90	770.00	37.10	See services or feeders section above
CD - Building Services	11.) Branch circuits:				New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	9.20	9.70	0.50	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee				
CD - Building Services	i.) First branch circuit	85.85	90.00	4.15	
CD - Building Services	ii.) Each additional branch circuit	9.20	9.70	0.50	
CD - Building Services	12.) Miscellaneous (service or feeder not included):				service or feeder not included
CD - Building Services	a.) Pump or irrigation circle - per each	85.85	90.00	4.15	
CD - Building Services	b.) Sign or outline lighting - per each	85.85	90.00	4.15	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension, each system - non-new residential and all commercial (new residential and multifamily construction - see above)	85.85	90.00	4.15	
CD - Building Services	d.) Reinspection Fee, per each, minimum one hour	120.00	126.00	6.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	120.00	126.00	6.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – one hour minimum	120.00	126.00	6.00	
CD - Building Services	g.) Each additional inspection, above allowable - per each	120.00	126.00	6.00	
CD - Building Services	h.) Additional plan review (when applicable), per hour - 1/2 hr minimum	120.00	126.00	6.00	
CD - Building Services	i.) Investigation fee, per hour	120.00	126.00	6.00	
CD - Building Services	12. Commercial Electrical Multi-Family			-	
CD - Building Services	a.) Multi-family limited energy by floor	85.85	90.14	4.29	
CD - Building Services	b.) Multi-family protective signaling by floor	85.85	90.14	4.29	
CD - Building Services	13.) Renewable Energy			-	
CD - Building Services	a.) Renewable energy for electrical systems - 5KVA or Less	115.75	121.50	5.75	
CD - Building Services	b.) Renewable energy for electrical systems - 5KVA to 15KVA	145.70	153.00	7.30	
CD - Building Services	c.) Renewable energy for electrical systems - 15.01KVA to 25KVA	194.25	204.00	9.75	
CD - Building Services	d.) Renewable energy - solar generation over 25KVA	6.50	7.00	0.50	\$204.00 for the first 25KVA plus \$7.00 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$729)
CD - Building Services	14.) Wind Energized Systems			-	
CD - Building Services	a.) Renewable energy for wind systems 25.01 KVA through 50 KVA / 601 to 1000 amps	250.25	262.75	12.50	
CD - Building Services	b.) Renewable energy for wind systems 50.01 KVA through 100 KVA / over 1,000 amps or volts	600.85	631.00	30.15	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Code Enforcement	<b>Code Enforcement:</b>			-	
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	75.00	134.00	59.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	75.00	134.00	59.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	75.00	134.00	59.00	
CD - Code Enforcement	Code compliance hearing fee	265.00	500.00	235.00	
CD - On-Site	<b>On-Site (Septic Systems) Permits:</b>			-	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>
CD - On-Site	State surcharge	<del>July 1st – 31st \$100</del> August 1st – \$117	117.00	-	<b><u>A DEQ surcharge will be added to site evaluations, permits, and other activity</u></b> where required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	60.00	63.00	3.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	770.00	808.00	38.00	
CD - On-Site	Septic Systems			-	
CD - On-Site	Standard system, first 1,000 gallons	950.00	998.00	48.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,185.00	1,244.00	59.00	
CD - On-Site	Grey water sump, first 1,000 gallons	430.00	452.00	22.00	
CD - On-Site	Pressure distribution, first 1,000 gallons	1,425.00	1,496.00	71.00	
CD - On-Site	Redundant, first 1,000 gallons	705.00	740.00	35.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,790.00	1,880.00	90.00	
CD - On-Site	Saprolite system, first 1,000 gallons	870.00	914.00	44.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,180.00	1,239.00	59.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,180.00	1,239.00	59.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,550.00	2,678.00	128.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	190.00	200.00	10.00	\$200 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review			-	
CD - On-Site	Commercial facility system, 0 to 600 gallons	-	-	-	Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	295.00	310.00	15.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	90.00	95.00	5.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	350.00	368.00	18.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	545.00	572.00	27.00	
CD - On-Site	Minor septic system repair, single family dwelling	300.00	315.00	15.00	
CD - On-Site	Major commercial septic system repair	520.00	546.00	26.00	
CD - On-Site	Minor commercial septic system repair	305.00	320.00	15.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	825.00	866.00	41.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	460.00	483.00	23.00	
CD - On-Site	ATT Annual Report Review – in-house	55.00	60.00	5.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,490.00	1,565.00	75.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - On-Site	ATT Systems – O&M Inspection	440.00	462.00	22.00	
CD - On-Site	Holding tank Permit	885.00	930.00	45.00	
CD - On-Site	Holding tank inspection report – in-house	55.00	60.00	5.00	
CD - On-Site	Holding tank inspection annual – field	275.00	290.00	15.00	
CD - On-Site	Authorization, field visit required	650.00	685.00	35.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	240.00	252.00	12.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	250.00	263.00	13.00	
CD - On-Site	Existing system evaluation – field	600.00	630.00	30.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	165.00	173.00	8.00	
CD - On-Site	Sewage disposal service, each additional truck	70.00	74.00	4.00	
CD - On-Site	Accela yearly O&M entry fee, each	5.00	10.00	5.00	
CD - On-Site	Re-inspection fee	150.00	158.00	8.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.
CD - On-Site	Pump evaluation Fee	50.00	53.00	3.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	105.00	110.00	5.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	210.00	220.00	10.00	
CD - On-Site	Refund/Administrative fee	50.00	53.00	3.00	
CD - On-Site	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>				
CD - On-Site	Notice: A \$100.00 surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other activities for which an application is submitted. There is no surcharge for pumper truck inspections. The proceeds are forwarded to DEQ on a quarterly basis. The surcharge is set by the State of Oregon and will be adjusted to reflect State-imposed changes.				
CD - Planning	<b>Planning Fees:</b>				
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.				Note: Code Compliance fees may double for violation cases
CD - Planning	1). Code Compliance Fees for planning applications:				
CD - Planning	Planning Fees totaling \$0-200				
CD - Planning	Planning Fees totaling \$201-500	60.00	63.00	3.00	
CD - Planning	Planning Fees totaling \$501-1,000	110.00	116.00	6.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	170.00	180.00	10.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	Planning Fees totaling \$5,001-10,000	550.00	578.00	28.00	
	10,001		840.00		
CD - Planning	2.) Appeals - Remands			-	No Code Compliance Fee
CD - Planning	Appeal to Planning Commission	250.00	250.00	-	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20% of original	\$3,500 + 20% of original		Appellant must also provide transcripts of relevant meeting tapes at appellant's expense
CD - Planning	Remand from LUBA	\$2,000 deposit + actual cost	\$2,000 deposit + actual cost		Actual costs with deposit required at time of appeal submission - Covers costs for notices mailed, copy charges, staff time and other costs.
CD - Planning	CD/USB records, each	10.00	10.00	-	
CD - Planning	3.) Documents Purchased			-	No Code Compliance Fee
CD - Planning	Duplication fees, per page	0.25	0.25	-	
CD - Planning	Duplication of oversize exhibits, per page	5.00	5.00	-	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	10.00	-	
CD - Planning	4.) Land Partitions			-	Code Compliance Fee to be added
CD - Planning	Land partitioning (Residential, Commercial or Industrial)		-	-	REMOVE
CD - Planning	Land partitions, 2 to 3 lots	1,890.00	1,985.00	95.00	
CD - Planning	Measure 49 Land Partition	2,195.00	2,305.00	110.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,890.00	1,985.00	95.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,710.00	3,895.00	185.00	
CD - Planning	Property Line Adjustment	1,020.00	1,070.00	50.00	
CD - Planning	Property Line Adjustment with notice	1,280.00	1,345.00	65.00	
CD - Planning	Lot Combining/Uncombining	715.00	750.00	35.00	
CD - Planning	Final Plat Review	190.00	200.00	10.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	Validation of a unit of land	1,890.00	1,985.00	95.00	
CD - Planning	5.) Conditional Use Permits			-	Code Compliance Fee to be added
CD - Planning	Administrative	1,890.00	1,985.00	95.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	4,158.00	4,365.00	207.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,280.00	1,345.00	65.00	
CD - Planning	Modification of conditions, with hearing	3,555.00	3,730.00	175.00	
CD - Planning	Conditional use Permit—Temporary hardship dwelling	-	-	-	REMOVE
CD - Planning	Temporary hardship renewal (every 2 years)	-	-	-	REMOVE
CD - Planning	Mineral aggregate	11,095.00	11,650.00	555.00	
CD - Planning	Commercial energy	12,065.00	12,670.00	605.00	Additional fee will apply if a goal exception is required
CD - Planning	Non-resource dwelling—conditional use Permits	-	-	-	REMOVE
CD - Planning	Conditional use Permit, Non-farm dwelling on existing parcel	-	-	-	REMOVE
CD - Planning	Conditional use Permit, Non-farm partition (two to three lots)	-	-	-	REMOVE
CD - Planning	Forest dwelling	2,950.00	3,100.00	150.00	
CD - Planning	Annual Report Review		200.00		
CD - Planning	6.) Amendments			-	Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,490.00	5,765.00	275.00	
CD - Planning	Comprehensive plan amendment, required goal exception	7,015.00	7,365.00	350.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	Zone map change, Measure 56 notice required	5,490.00	5,765.00	275.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,465.00	4,670.00	205.00	
CD - Planning	Zone text change, Measure 56 notice required	5,490.00	5,765.00	275.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,465.00	4,670.00	205.00	
CD - Planning	7.) Site Plan Reviews			-	Code Compliance Fee to be added
CD - Planning	Residential	1,020.00	1,070.00	50.00	
CD - Planning	Accessory Structure	275.00	290.00	15.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	350.00	365.00	15.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	90.00	95.00	5.00	
CD - Planning	Accessory Dwelling Unit	1,165.00	1,225.00	60.00	
CD - Planning	Accessory Farm Help Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Accessory Farm Family Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Administrative	1,585.00	1,665.00	80.00	
CD - Planning	Farm Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Replacement Farm or Forest Dwelling		1,225.00	1,225.00	
CD - Planning	Non-Farm Dwelling on existing parcel	2,950.00	3,100.00	150.00	
CD - Planning	Accessory Forest-Family Dwelling	1,585.00	1,665.00	80.00	
CD - Planning	Lot of Record	1,585.00	1,665.00	80.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,585.00	1,665.00	80.00	
CD - Planning	Utility Facilities, Cell Towers	3,710.00	3,895.00	185.00	
CD - Planning	Site Plan Modification	715.00	750.00	35.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50%	0%	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments			-	Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,650 + \$230 per lot	\$3,830 + \$240 per lot	\$3,830 + \$240 per lot	Base fee of \$3,830, plus \$240 per lot
CD - Planning	Subdivision name changes, per change	860.00	905.00	45.00	
CD - Planning	Final plat review	2,125.00	2,230.00	105.00	
CD - Planning	Subdivision modification request by applicant with hearing	5,225.00	5,490.00	265.00	
CD - Planning	Public hearing extension request	860.00	905.00	45.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	9.) Destination Resort			-	Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	18,775.00	19,715.00	940.00	
CD - Planning	Subdivision Phase	\$4,165 + \$230 per lot	\$4,375 + \$240 per lot	\$4,165 + \$230 per lot	Base fee of \$4,375, plus \$240 per lot
CD - Planning	Site plan review – Residential	1,318.00	1,385.00	67.00	
CD - Planning	Site plan review – Commercial	1,470.00	1,545.00	75.00	
CD - Planning	Final development review	3,895.00	4,090.00	195.00	
CD - Planning	Final plat review	2,125.00	2,230.00	105.00	
CD - Planning	Replat	1,890.00	1,985.00	95.00	
CD - Planning	10.) Other Permit Fees			-	Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination			-	
CD - Planning	First legal lot	525.00	750.00	225.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	Each additional lot	315.00	\$200 + hourly rate after 2 hours		\$200 per lot for the first two hours of review. \$94 per hour after two hours.
CD - Planning	Complex project fee	Actual costs, \$1,100 deposit req'd	Actual costs, \$1,100 deposit req'd	Actual costs, \$1,100 deposit req'd	Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance		-	-	
CD - Planning	Without public hearing	1,020.00	1,070.00	50.00	
CD - Planning	With public hearing	3,555.00	3,730.00	175.00	
CD - Planning	Declaratory ruling	1,585.00	1,665.00	80.00	
CD - Planning	Declaratory ruling - Measure 49	Actual costs, \$7,500 deposit req'd	Actual costs, \$7,500 deposit req'd	Actual costs, \$7,500 deposit req'd	Actual cost will be charged; \$7,500 deposit required
CD - Planning	Nonconforming Use Alteration	Actual costs, \$1,500 deposit req'd	Actual costs, \$1,500 deposit req'd	Actual costs, \$1,500 deposit req'd	Actual costs will be charged; \$1,500 deposit required
CD - Planning	Sign Permit	555.00	580.00	25.00	
CD - Planning	Temporary Hardship		-	-	
CD - Planning	Dwelling	430.00	450.00	20.00	
CD - Planning	Renewal, every 2 years	95.00	100.00	5.00	
CD - Planning	Temporary Use Permit		-	-	
CD - Planning	Property owner RV on lot for up to 6 months	280.00	295.00	15.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	40.00	45.00	5.00	
CD - Planning	Land Use Compatibility Statement	90.00	95.00	5.00	
CD - Planning	Land Use Compatibility Statement - Onsite Sign-Off		75.00		
CD - Planning	Building Permit Review		100.00		
CD - Planning	Floodplain Review		200.00		
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,315.00	1,380.00	65.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	84.00	92.00	8.00	
CD - Planning	All land use extension requests	290.00	300.00	10.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, \$315 deposit req'd	Actual costs, \$315 deposit req'd	Actual costs, \$315 deposit req'd	Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests		-	-	
CD - Planning	Before completeness is determined	75%	75%	0%	
CD - Planning	After Pre-Notice is mailed or 30 day completeness is determined.	50%	50%	0%	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	After Notice of Decision is mailed there will be no refund.	no refund	no refund	no refund	
CD - Planning	Farm stand reviews	290.00	298.70	8.70	
CD - Planning	One mile study with analysis	735.00	770.00	35.00	
CD - Planning	One mile study - data only		270.00	270.00	
CD - Planning	Soils report	90.00	95.00	5.00	
CD - Planning	Wildlife density analysis	90.00	95.00	5.00	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd	Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.		-		
CD - Planning	11.) Events		-		Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones		-		
CD - Planning	Expedited one time single event	170.00	175.00	5.00	
CD - Planning	Single Event	Actual costs, \$580 deposit req'd	Actual costs, \$580 deposit req'd	Actual costs, \$580 deposit req'd	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	actual costs, \$790 deposit req'd	actual costs, \$790 deposit req'd	actual costs, \$790 deposit req'd	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	actual costs, \$1,215 deposit req'd	actual costs, \$1,215 deposit req'd	actual costs, \$1,215 deposit req'd	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	actual costs, \$2,865 deposit req'd	actual costs, \$2,865 deposit req'd	actual costs, \$2,865 deposit req'd	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Agritourism renewal	260.00	275.00	15.00	
CD - Planning	Social Gatherings			-	As identified in Crook County Code 5.04 Article II

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	101 to 250 participants	230.00	240.00	10.00	
CD - Planning	251 to 500	575.00	605.00	30.00	
CD - Planning	501 to 1,000	1,155.00	1,215.00	60.00	
CD - Planning	1,001 to 3,000	1,735.00	1,820.00	85.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	5,785.00	6,075.00	290.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach			-	Code Compliance Fee to be added
CD - Planning	Road Approach Permits			-	Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	300.00	315.00	15.00	For County-maintained roads or roads approaching County-maintained roads, \$157.50 to CD-Planning and \$157.50 to Road Department. For public roads that do not approach state, County, or City roads, \$157.50 to CD-Planning and \$157.50 to CD-Code Compliance.
CD - Planning	Residential, grandfathered	155.00	165.00	10.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$49.50 to CD-Planning and \$115.50 to Road Department. For public roads that do not approach state, County, or City roads, \$49.50 to CD-Planning and \$115.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,155.00	1,215.00	60.00	For County-maintained roads or roads approaching County-maintained roads, \$486 to CD-Planning and \$729 to Road Department. For public and private roads that do not approach state, County, or City roads, \$486 to CD-Planning and \$729 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	585.00	615.00	30.00	For County-maintained roads or roads approaching County-maintained roads, \$307.50 to CD-Planning and \$307.50 to Road Department. For public roads that do not approach state, County, or City roads, \$307.50 to CD-Planning and \$307.50 to CD-Code Compliance.
CD - Planning	<b>Re-inspection fee, per inspection</b>	<del>55.00</del>	<del>60.00</del>	<del>5.00</del>	
CD - Planning	13.) Addressing/Roads			-	
CD - Planning	Addressing			-	
CD - Planning	County (excluding inside city limits)	150.00	158.00	8.00	Includes Address and Fire Marker
CD - Planning	Inside City limits	120.00	126.00	6.00	
CD - Planning	Utility Address	120.00	126.00	6.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	30.00	35.00	5.00	
CD - Planning	Road Naming	2,055.00	2,155.00	100.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	785.00	825.00	40.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,575.00	1,655.00	80.00	Collected fees shared \$1,160 to County Counsel, \$495 to Road Department

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
CD - Planning	Road Development Inspection Fees			-	For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review			-	
CD - Planning	0 to 20 potential average daily trips	1,730.00	1,781.90	51.90	
CD - Planning	21 to 99 potential average daily trips	1,730.00	1,781.90	51.90	
CD - Planning	100 to 200 potential average daily trips	5,250.00	5,407.50	157.50	
CD - Planning	Resorts	15,750.00	16,222.50	472.50	
CD - Planning	Plan Review			-	
CD - Planning	0 to 20 potential average daily trips	3,150.00	3,244.50	94.50	
CD - Planning	21 to 99 potential average daily trips	4,200.00	4,326.00	126.00	
CD - Planning	100 to 200 potential average daily trips	5,250.00	5,407.50	157.50	
CD - Planning	Resorts	15,750.00	16,222.50	472.50	
CD - Planning	Site Observations			-	Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	21 to 99 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	100 to 200 potential average daily trips	2,585.00	2,662.55	77.55	
CD - Planning	Resorts	5,250.00	5,407.50	157.50	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.				
<b>District Attorney</b>					
District Attorney	Traffic violations	15.00	25.00	10.00	
District Attorney	Diversion revocations	15.00	25.00	10.00	
District Attorney	Probation violations (misdemeanor and felony)	15.00	25.00	10.00	
District Attorney	Non-traffic violations and misdemeanor crimes			-	
District Attorney	First 30 pages	20.00	25.00	5.00	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Felony crimes			-	
District Attorney	First 30 pages	20.00	25.00	5.00	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Felonies involving unusually large amounts of discovery	remove			remove from fee schedule
District Attorney	Homicides			-	
District Attorney	First 30 pages	200.00	200.00	-	
District Attorney	per page after 30 pages	0.25	0.25	-	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	25.00	25.00	-	
District Attorney	Digital media/digital evidence, per item	10.00	10.00	-	Video or other non-document items
District Attorney	Diskettes or compact discs	remove			Remove
District Attorney	Expungement Process	remove			Not allowed to charge for expungements anymore
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	165.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal/Legal Assistant staff time, per hour	115.00	115.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
District Attorney	Legal Assistant staff time, per hour	90.00	115.00	25.00	Rates are based on actual costs of personnel, services and supplies, and overhead. *Cut this section. I only have paralegals-so no sense in distinguishing these two categories
District Attorney	Complex Project Fee	Actual costs, \$1,000 deposit req'd	Actual costs, \$1,000 deposit req'd		Actual costs will be charged; \$1,000 deposit required
<b>Facilities</b> <i>Fees not applicable for Crook County or City of Prineville Government</i>					
<b>Finance</b>					
Finance	Monthly delinquent file listing for property taxes, per month	100.00	100.00	-	
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	35.00	-	Covered in County-wide section
Finance	Research Fee, per hour - 1 hr minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00	25.00	-	
<b>Fairgrounds</b>					
Fairgrounds	<b>Refundable Deposit Rates</b>			-	Refunded in 2-10 business days depending upon payment method
Fairgrounds	Damage & Cleaning (alcohol present)*	700.00	700.00	-	Events with less than 50 people
Fairgrounds	Damage & Cleaning (alcohol present)*	1,800.00	1,800.00	-	Events with more than 50 people
Fairgrounds	*Security is required for events where alcohol is served, and must be coordinated and paid for by the renter. Security must be present for the duration of the event. Private events are no longer				
Fairgrounds	Damage & Cleaning (no alcohol present)	600.00	600.00	-	
Fairgrounds	Kitchen Use Per Rental	132.00	132.00	-	
Fairgrounds	PA System Deposit	66.00	66.00	-	
Fairgrounds	<b>Rental Rates</b>			-	All renters are required to provide proof of Special Events Liability Insurance with a \$1M minimum aggregate, naming Crook County and the Crook County Fair Board as additional insureds.
Fairgrounds	<i>Carey Foster Hall</i>				
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	588.00	588.00	-	
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Kitchen Use per rental period	132.00	132.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	<i>Grizzly Mountain Pavilion</i>				
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	424.00	424.00	-	Building expansion, 2,000 sf added in 2024
Fairgrounds	All Event Types per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	212.00	212.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	<i>Indoor Arena</i>				

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	588.00	588.00	-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	1,944.00	-	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	294.00	294.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	Lights per hour	8.00	8.00	-	
Fairgrounds	Pens (each pen per rental period)	11.00	11.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	Heating Fees (5 banks available) per hour per bank	16.00	16.00	-	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	85.00	-	
Fairgrounds	Fee to roll arena flat	120.00	120.00	-	
Fairgrounds	<i>Pavilion Tent &amp; Stage</i>				
Fairgrounds	Pavilion Tent & Stage only per day	324.00	324.00		
Fairgrounds	Pavilion Tent, Stage & Grass Area per day (RV Hookups included)	588.00	588.00		
Fairgrounds	Pavilion Tent & Stage hourly rate	66.00	66.00		
Fairgrounds	<i>Outdoor Arena</i>			-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm)	714.00	714.00	-	
Fairgrounds	Non-Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	357.00	-	
Fairgrounds	Ticketed Event per session (8:00am to 11:30pm)	1,944.00	1,944.00	-	
Fairgrounds	Ticketed Event per day (8:00am to 11:30pm) Set-up & Tear-Down Rate	357.00	357.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	Lights per hour	27.00	27.00	-	
Fairgrounds	PA System Use per rental period	66.00	66.00	-	
Fairgrounds	Tractor or Water Truck Usage each per rental period	85.00	85.00	-	
Fairgrounds	Event Setup & Take Down Fee per hour	132.00	132.00	-	
Fairgrounds	<i>Lookout Mountain Building</i>				
Fairgrounds	All Event Types per day (8:00am to 11:30pm)	200.00	200.00	-	
Fairgrounds	All Event Types hourly rate	66.00	66.00	-	
Fairgrounds	Bereavement per event	150.00	150.00	-	
Fairgrounds	<i>Open Riding</i>			-	
Fairgrounds	Per rider, per day	11.00	11.00	-	
Fairgrounds	Per rider, 30-day permit	46.00	46.00	-	
Fairgrounds	Per family, 30-day permit (immediate family members only)	90.00	90.00	-	
Fairgrounds	<i>Stalls</i>				
Fairgrounds	Horse stalls (per night, shavings not included)	\$20/night + \$25 fee per stall not mucked	\$20/night + \$25 fee per stall not mucked		\$25 fee for each stall not mucked out upon leaving

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Fairgrounds	<i>Camping</i>				
Fairgrounds	Dry Camping (per night)	20.00	20.00	-	
Fairgrounds	RV Hook Ups (per night)	30.00	30.00	-	
<b>Legal Counsel</b>					
Legal Counsel	Legal Counsel review, per hour	165.00	143.00	(22.00)	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Paralegal staff time, per hour	115.00	79.00	(36.00)	Rates are consistent with the posted rates for the Oregon Department of Justice.
Legal Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd	Actual cost, \$1,000 deposit req'd		Actual cost will be charged; \$1,000 deposit required
<b>GIS</b>					
GIS	<b>Professional Services</b>			-	
GIS	Standard labor rate, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs	10.00 + print costs		Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs	15.00 + print costs		Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	<b>Printing &amp; Scanning (Small format) Cost Per sheet</b>			-	
GIS	8.5 X 11 (B&W)	0.50	0.25	(0.25)	
GIS	8.5 X 11 (Color)	1.00	0.75	(0.25)	
GIS	11 X 17 (B&W)	1.00	0.50	(0.50)	
GIS	11 X 17 (Color)	2.00	1.50	(0.50)	
GIS	<b>Printing (Large format)</b>			-	
GIS	Plat Copy (B&W), Per sheet	5.00	5.00	-	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	1.50	-	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	2.00	-	\$10 minimum
GIS	<b>Scanning (Large Format)</b>			-	
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	1.50	-	\$15 minimum
GIS	<b>Custom services</b>			-	
GIS	1- mile study and report	170.00	170.00	-	
GIS	Soil survey 1	25.00	25.00	-	
GIS	Soil survey 2	75.00	75.00	-	
GIS	<b>GIS Data</b>			-	
GIS	Custom Data Request, per hour - 1 hour minimum	120.00	120.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00	10.00	-	
GIS	<b>GIS Mapping fee (included in planning fees)</b>			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	60.00	-	
GIS	Conditional use Permit, farm partitioning	60.00	60.00	-	
GIS	Conditional use Permit, non-residential	60.00	60.00	-	
GIS	Site plan review, residential or commercial	60.00	60.00	-	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	60.00	-	
GIS	Final plat review, subdivision, Per lot	60.00	60.00	-	
GIS	Road Vacation	60.00	60.00	-	
<b>Health Services</b>					
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.				
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.				
Health Services	<b>Worksite &amp; Community Wellness:</b>				
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	75.00	75.00	-	
Health Services	Blood Borne Pathogen Training	50.00	50.00	-	
Health Services	Mental Health First Aid	519.00	545.00	26.00	
Health Services	QPR	80.00	80.00	-	
Health Services	Living Well with Chronic Conditions	600.00	600.00	-	
Health Services	Other Training (Businesses), hourly rate	50.00	75.00	25.00	
Health Services	<b>Clinical Services</b>				
	Fees for clinical services are dependent on the costs of supplies, lab used, insurance reimbursement rates, and state established fees. Crook County adheres to the No Surprise Act, providing each self-pay or uninsured individual a Good Faith Estimate for services prior to their appointment. Crook County does not balance bill, so insured individuals will not receive a bill for services that are in addition to the patient cost sharing as required by their plan. If patient cost sharing expenses apply, they are billed on a sliding scale. Good Faith Estimates are available to insured individuals upon request.				
Health Services	<b>Immunizations - Vaccine For Children (VFC and 317 Program): Vaccine from the State - No Charge for Cost of Vaccine, only the administration fee of \$21.96</b>				
Health Services					
Health Services	DTaP (Infanrix)	21.96	21.96		
Health Services	DTaP/IPV/Hib (Pentacet)	21.96	21.96		
Health Services	DTap/Hep B/IPV (Pediarix)	21.96	21.96		
Health Services	DTap/IPV (Kinrix)	21.96	21.96		
Health Services	DTap/Hib (TriHibit)	21.96	21.96		
Health Services	Hepatitis A Pediatric (Havrix)	21.96	21.96		
Health Services	Hepatitis B Pediatric (Engerix)	21.96	21.96		
Health Services	Hepatitis B/Hib (Comvax)	21.96	21.96		
Health Services	Hib (ActHib)	21.96	21.96		
Health Services	HPV (Gardasil)	21.96	21.96		
Health Services	IPV (IPOL)	21.96	21.96		
Health Services	Meningococcal - MCV4 (Menactra)	21.96	21.96		
Health Services	MMR (Measles, Mumps, Rubella)	21.96	21.96		
Health Services	MMRV (Measles, Mumps, Rubella, Varicella) (ProQuad)	21.96	21.96		
Health Services	PCV13 (Pneumovax)	21.96	21.96		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Potio IPV	21.96	21.96		
Health Services	Rotavirus (RotaTeq & Rotarix)	21.96	21.96		
Health Services	Td Immunization (7 and older)	21.96	21.96		
Health Services	Tdap Immunization (10-18 years – Boostrix)	21.96	21.96		
Health Services	Varicella (Chickenpox – Varivax)	21.96	21.96		
Health Services	<b>Special Programs** Admin. Fee only</b>				
Health Services	Influenza (VFC and special population)	21.96	21.96		
Health Services	Flumist (VFC)	21.96	21.96		
Health Services	IG – only pay administration fee	21.96	21.96		
Health Services	COVID-19 Vaccine	40.00	43.43	3.43	
Health Services	<b>Special Programs – No Fee</b>				
Health Services	<b>Vaccines Non VFC Program –</b>				Administration Fee included in Price
Health Services	All vaccines except COVID-19	\$21.96 + actual cost			
Health Services	COVID-19 Vaccine	\$21.96 + actual cost	\$43.43+ actual cost		
Health Services	<b>Vital Statistics and Medical Records:</b>				
Health Services	Birth and Death Certificates (First)	25.00	25.00	-	
Health Services	Additional Birth and Death Certificates, each	25.00	25.00	-	
Health Services	Replacement Fee (Birth and Death), each	5.00	5.00	-	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	0.25	-	
Health Services	Expedited Order Fee	7.00	7.00	-	
Health Services	<b>Miscellaneous:</b>				
Health Services	Immunization Record Replacement	1.00	1.00	-	
Health Services	Head Lice Check	10.00	10.00	-	
Health Services	STI Exam	150.00		(150.00)	
Health Services	Lead Screening	300.00	300.00		
Health Services	<b>Increases in fees for the Reproductive Health program are based on the Required Cost Analysis which demonstrated the following charges.</b>				
Health Services	<b>Lab Tests:</b>				
Health Services	Venipuncture/ <del>Court Ordered</del>	15.00	15.00		Delete "Court Ordered"
Health Services	Venipuncture/VDRL, Hepatitis	15.00		(15.00)	Delete – duplicative. All venipuncture is \$15
Health Services	99211 Nurse Lab Draw	300.00			Delete – duplicate 99211
Health Services	<b>In House Testing:</b>				
Health Services	Rapid Syphilis				
Health Services	Bacterial Vaginosis-Point of Care	15.00	15.00		
Health Services	HCG Pregnancy Urine (Lab Test)	12.00	12.00		
Health Services	HIV C/T Rapid Test	50.00	50.00		
Health Services	HIV Rapid Test – State Program				No charge per state contract
Health Services	Trichomonas Point of Care	15.00	15.00		
Health Services	UA w/o Micro	15.00	15.00		
Health Services	Wet Mount (Lab Test)	15.00	15.00		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Rapid Hepatitis C Test				No charge per state contract
Health Services	Rapid COVID Testing (pre-approved by clinic staff only)	150.00	150.00		
Health Services	Pronto Rapid HgB Test	15.00	15.00		
Health Services	<b>External Lab Testing:</b>				
Health Services	Chlamydia/GC (Q/S)	20.00		(20.00)	
Health Services	HIV G/T Test (Sliding Scale) (Q/S)	25.00		(25.00)	
Health Services	Thin Prep Pap with Co Testing (Q/GOP)	100.00		(100.00)	
Health Services	Thin Prep Pap Smear (Q/GOP)	65.00		(65.00)	
Health Services	Syphilis Serology + venipuncture fee (Q/S)	25.48		(25.48)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis C + venipuncture fee (Q/S)	20.00		(20.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis B + venipuncture fee (Q/S)	15.00		(15.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Titer (Hep B surface, Hep C + venipuncture fee) (Q/S)	20.00		(20.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	Quantiferon (Risk) (Q/S)	No Charge			
Health Services	Quantiferon Quest only	65.00		(65.00)	Amount listed does not include \$15.00 venipuncture fee
Health Services	<b>(If more than one titer is being done, only charge 1 venipuncture fee)</b>				
Health Services	<b>*Lab Fees – actual flow- outside lab price – may change due to laboratory cost change.</b>				
Health Services	<b>Injections</b>				
Health Services	Therapeutic/Antibiotic Injection Administration	15.00	15.00		
Health Services	<b>Dispensed Medications</b>				
Health Services	Azithromycin	0	0		0 State supplied
Health Services	Azithromycin – EPT, per pill	0.50	0.25	(0.25)	
Health Services	Imiquimod cream, per box	15.00	15.00		
Health Services	Boric Acid, per bottle	10.00	10.00		
Health Services	Cefixime, per pill	3.00	3.00		
Health Services	Condylox Gel 5% Packet, per pack	10.00	10.00		
Health Services	Doxycycline 100 mg, per pill	0.05	0.10	0.05	
Health Services	Rochepin (STD)				State supplied
Health Services	Rochepin 1 g	Actual cost	Actual cost		
Health Services	Metronidazole 500 mg, per pill	0.25	0.10	(0.15)	
Health Services	Metronidazole Gel, per package	5.00	5.00		
Health Services	Valtrex, per pill	1.50	0.75	(0.75)	
Health Services	Fluconazole, per pill	2.50	2.00	(0.50)	
Health Services	Penicillin injection				State supplied
Health Services	Prenatal Vitamins	5.00	5.00		
Health Services	<b>*Reproductive Health Contraceptive Supplies: Sliding Fee Scale (Changes are based on our cost and changes in the cost of supplies)</b>				
Health Services	Condoms – latex, pack of 12	5.00	5.00		
Health Services	Condoms – non-latex, per box	13.00	13.00		
Health Services	Condoms – Female, each	11.00	11.00		
Health Services	Depo-Provera IM Injection, per injection	12.00	10.00	(2.00)	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Depo-Provera Subcutaneous Injection, per injection device	25.00	45.00	20.00	
Health Services	Gaya	65.00	65.00		
Health Services	ECP Pills (levonogestrel 1.5)	10.00	10.00		
Health Services	ECP (Ella)	30.00	30.00		
Health Services	ECP My Way	4.00		(4.00)	
Health Services	Implanon	550.00	555.00	5.00	
Health Services	IUD (Mirena)	425.00	425.00		
Health Services	IUD (Paraguard)	300.00	300.00		
Health Services	IUD (Kyleena)	685.00	685.00		
Health Services	Orat Contraceptives, based on cost	10.00	10.00		Actual cost
Health Services	Stynd-Orat Contraceptive, per pack	Actual cost	Actual cost		Actual cost, no generic available
Health Services	Spermicides	15.00	15.00		
Health Services	Sponge	15.00	15.00		
Health Services	Nuva Ring	10.00	1.00	(9.00)	
Health Services	Xutane or Twirla, per patch	50.00	30.00	(20.00)	
Health Services	Annovera	1,300.00	1,300.00		
Health Services	Phexxi	20.00	20.00		
Health Services	<b>Reproductive Health New Patient Office Visit</b>				
Health Services	Code	Billing Price	Billing Price		
Health Services	Self Pay Client Visit Only	150.00	150.00		Does not include labs or supplies
Health Services	99201 Problem Focused, per visit, 10 minutes face-to-face	150.00	150.00		
Health Services	99202 Expanded Problem Focused, 20 minutes face-to-face	185.00	185.00		
Health Services	99203 Detailed low, 30 minutes face-to-face	230.00	230.00		
Health Services	99204 Comprehensive Moderate, 45 minutes face-to-face	345.00	345.00		
Health Services	99205 Comprehensive High, 60 minutes face-to-face	406.00	406.00		
Health Services	<b>New Patients Preventive Visits</b>				
Health Services	Code	Billing Price	Billing Price		
Health Services	99384	221.00	221.00		
Health Services	99385	221.00	221.00		
Health Services	99386	221.00	221.00		
Health Services	<b>Reproductive Health and/or STI Established Patient Visit</b>				
Health Services	Code	Billing Price	Billing Price		
Health Services	Self Pay Client Visit Only	150.00	150.00		
Health Services	99211 RN Visit	150.00	150.00		
Health Services	99212 Problem Focused, 10 minutes face-to-face	150.00	150.00		
Health Services	99213 Expanded Problem Focused, 15 minutes face-to-face	150.00	150.00		
Health Services	99214 Detailed low, 25 minutes face-to-face	175.00	175.00		
Health Services	99215 Comprehensive Moderate, 40 minutes face-to-face	250.00	250.00		
Health Services	<b>Established Preventive Visits</b>				
Health Services	Code	Billing Price	Billing Price		
Health Services	99394	175.00	175.00		
Health Services	99395	75.00	75.00		
Health Services	99396	75.00	75.00		
Health Services	<b>Reproductive Health Program</b>				
Health Services	Contraceptive/Counseling Visit				

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Low Complexity	79.00	79.00		
Health Services	Moderate Complexity	203.00	203.00		
Health Services	High Complexity	319.00	319.00		
Health Services	DMAP Clients Only				
Health Services	All inclusive visit	135.00	185.00	50.00	
Health Services	Translator Services:				
Health Services	Supply Only Visit	28.00	28.00		
Health Services	Low Complexity	67.00	67.00		
Health Services	Moderate Complexity	67.00	67.00		
Health Services	High Complexity	84.00	84.00		
Health Services	<b>Procedures</b>				
Health Services	Diaphragm Fit	135.00	135.00		
Health Services	IUD Insertion	150.00	150.00		
Health Services	IUD Removal	175.00	175.00		
Health Services	Wart Treatment (1-14 – cryotherapy)	188.00	188.00		Pay up front
Health Services	Wart Treatment (15 or more – cryotherapy)	225.00	225.00		Pay up front
Health Services	Implanon Insertion	100.00	100.00		
Health Services	Implanon Removal	100.00	100.00		
Health Services	Suture removal	10.00	10.00		
Health Services	<b>Maternal Child Health Programs*</b>				*Fees set by State OHA Program and may adjust as OHA adjusts fees. These fees are billed through Medicaid.
Health Services	Babies First Targeted Case Management	460.36	460.36		
Health Services	Expanded Babies First Targeted Case Management	460.36	460.36		
Health Services	GaCoon Targeted Case Management	460.36	460.36		
Health Services	Family Connects Single Newborn Case Rate	1,276.93	1,276.93		
Health Services	Family Connects Single Visit	293.69	293.69		
Health Services	Family Connect Multiple Infant Same Visit	204.31	204.31		
Health Services	Perinatal/Lactation Visit 15 min	31.14	31.14		
Health Services	Perinatal/Lactation Visit 30 min	50.57	50.57		
Health Services	Perinatal/Lactation Visit 45 min	69.49	69.49		
Health Services	Perinatal/Lactation Visit 60 min	88.64	88.64		
Health Services	<b>Tuberculosis Services – Medications (No Charge – State Supplied)</b>				
Health Services	PPD – TB Test	30.00	30.00		
Health Services	Vitamin B6				No Charge
Health Services	Ethambutol				No Charge
Health Services	Isoniazid				No Charge
Health Services	Pyrazinamide				No Charge
Health Services	Rifampin				No Charge
Health Services	TB Test-IGRA (blood test)	15.00	15.00		No Charge plus venipuncture fee
Health Services	<b>Food Service Inspection</b>				
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:				
Health Services	Full service restaurant/caterer fees based on seating criteria				

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	0-15 seats	520.00	525.00	5.00	
Health Services	16-50 seats	585.00	590.00	5.00	
Health Services	51-150 seats	655.00	660.00	5.00	
Health Services	150+ seats	690.00	710.00	20.00	
Health Services	Bed and breakfast	210.00	210.00	-	
Health Services	Limited service restaurant	300.00	310.00	10.00	
Health Services	Commissary	400.00	405.00	5.00	
Health Services	Warehouse	210.00	215.00	5.00	
Health Services	Mobile unit, licensed in-County			-	
Health Services	Class I	290.00	295.00	5.00	
Health Services	Class II	300.00	305.00	5.00	
Health Services	Class III	325.00	330.00	5.00	
Health Services	Class IV	340.00	345.00	5.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	25.00	-	
Health Services	Temporary restaurant license, one day event	75.00	80.00	5.00	
Health Services	Temporary restaurant license, two or more days	75.00	80.00	5.00	
Health Services	Temporary restaurant discount (when applied for 10 days in advance)				Remove from fee schedule
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	100.00	100.00	-	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	100.00	100.00	-	
Health Services	Intermittent/Seasonal Operational Review- prior to either permit being issued (needs to be obtained at least 14 days prior to license application)	100.00	100.00		
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)	-	-	-	Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	45.00	-	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due to a complaint or infraction will be charged at the daily rate	40.00	40.00	-	
Health Services	to a complaint or infraction will be charged at the daily rate				
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	100.00	-	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company			-	
Health Services	1-10 machines	70.00	75.00	5.00	
Health Services	11-20 machines	70.00	75.00	5.00	
Health Services	21-30 machines	95.00	100.00	5.00	
Health Services	31-40 machines	100.00	105.00	5.00	
Health Services	41-50 machines	125.00	125.00		
Health Services	Tourist Facility inspection fees			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	100.00	-	
Health Services	Travelers accommodations	120.00	120.00	-	
Health Services	Recreation park, plus per space charge as follows:	120.00	120.00	-	
Health Services	1 to 50 RV spaces, per space	2.50	2.50	-	
Health Services	51 to 100 RV spaces, per space	1.50	1.50	-	
Health Services	101+ RV spaces, per space	1.00	1.00	-	
Health Services	Organizational camps	170.00	170.00	-	
Health Services	Destination resort overnight lodging unit cluster license	400.00	400.00	-	includes hot tub maintenance permit
Health Services	Destination resort hot tub maintenance permit	<del>175.00</del>	<del>175.00</del>		
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is				
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>			-	
Health Services	Full service restaurant	350.00	355.00	5.00	
Health Services	Bed and breakfast and restaurant (if required)	350.00	355.00	5.00	
Health Services	Commissary	250.00	255.00	5.00	
Health Services	Warehouse	100.00	105.00	5.00	
Health Services	Tourist Facility Plan Review (RV, Hotel)	350.00	355.00	5.00	
Health Services	Limited service	200.00	205.00	5.00	
Health Services	<u>Mobile units:</u>			-	
Health Services	Class I	200.00	205.00	5.00	
Health Services	Class II	225.00	230.00	5.00	
Health Services	Class III	275.00	280.00	5.00	
Health Services	Class IV	300.00	305.00	5.00	
Health Services	Mobile Unit w/previous plan review	50.00	-	(50.00)	
Health Services	Organizational Camp - w/o food kitchen building	200.00	205.00	5.00	
Health Services	Organizational Camp w/ food kitchen facility	275.00	280.00	5.00	
Health Services	<u>Remodeling</u>			-	
Health Services	Full service restaurant	250.00	255.00	5.00	
Health Services	All Others (turn-key/no construction)	200.00	205.00	5.00	
Health Services	<u>Other:</u>			-	
Health Services	Daycare inspection	100.00	105.00	5.00	
Health Services	School inspection	125.00	130.00	5.00	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	400.00	400.00	-	
Health Services	Additional (year round) pools and spas each	300.00	300.00	-	
Health Services	Seasonal pool	300.00	300.00	-	
Health Services	Additional seasonal pool/spa	300.00	300.00	-	
Health Services	Loan inspections water	145.00	145.00	-	
Health Services	Food handler certificate	10.00	10.00	-	
Health Services	Food handler replacement certificate	5.00	5.00	-	
Health Services	Administrative fee non-specific to above listed fees, per 15 minutes -- 15 minute minimum	<del>5.00</del>	<del>5.00</del>		
Health Services	Environmental health specialist consultation fee, in-house, per hour - 1 hour minimum	95.00	100.00	5.00	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	145.00	150.00	5.00	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Health Services	Refund processing fee	25.00	25.00	-	
Health Services	Plan Review Packet	5.00	5.00	-	
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such				
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.				
<b>Info Technology</b>					
Info Technology	IT – Professional Services			-	Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	85.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	125.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	150.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
<b>Landfill</b>					
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs.				
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.				
Landfill	<b>General services</b>			-	
Landfill	Loading Fee		25.00 per hour, per person		
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	12.00	12.00	-	
Landfill	Minimum disposal rate, any transaction, out-of-county residents	14.00	14.00	-	
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	62.00	69.00	7.00	
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	72.00	79.00	7.00	
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$25 minimum	77.00	25.00 minimum, 84.00 / ton		Order 2002-45 is of no further effect
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$35 minimum	87.00	35.00 minimum, 94.00 / ton		Order 2002-45 is of no further effect
Landfill	All other commercial haulers, per ton in-county	62.00	69.00	7.00	
Landfill	All other commercial haulers, per ton out-of-county	72.00	79.00	7.00	
Landfill	Fee for unsecured/untarped loads	10.00	10.00	-	
Landfill	Septage waste disposal, per gallon	0.135	0.165	-	Last changed on 2/1/2025 - no change since
Landfill	Contaminated soil originating in-county, per ton + surcharge	\$37.00 per ton + \$50 surcharge	\$39.00/ton + \$50 surcharge	\$2.00/ton	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	\$47.00 per ton + \$50 surcharge	\$49.00/ton + \$50 surcharge	\$2.00/ton	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.
Landfill	Contaminated material originating in county, per ton + surcharge		\$69.00/ton + \$50.00 surcharge	\$69.00/ton + \$50 Surcharge	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.
Landfill	Contaminated material originating out-of-county, per ton + surcharge		\$79.00/ton + \$50 surcharge	\$79.00/ton + \$50 surcharge	\$50 surcharge, plus additional charge per ton. Minimum weight fee applies. Approved Special Waste Disposal Application needed.
Landfill	Carrot Seed - Landfill Cover		70.00	70.00	Central Oregon Seed Co. - clean loads only used for landfill cover
Landfill	Weight Ticket Only	5.00	5.00	-	
Landfill	<b>Inert material/Construction debris</b>			-	
Landfill	Concrete/cement, per ton	12.00	12.00	-	
Landfill	Dirt (clean) or Sod, per ton	12.00	12.00	-	
Landfill	Rocks or bricks, per ton	12.00	12.00	-	
Landfill	Asphalt, Rock per ton	12.00	12.00	-	
Landfill	<b>Waste Recovery Fees</b>			-	
Landfill	Composted materials purchase per yard if purchased on-site	<del>14.00</del>		<del>(14.00)</del>	
Landfill	Wood chips per yard if purchased on site	5.00	5.00	-	
Landfill	Juniper chips per yard if purchased on site	7.00	7.00	-	
Landfill	Gypsum per ton if purchased on-site	<del>40.00</del>		<del>(40.00)</del>	
Landfill	Burning barrel purchase, per barrel	10.00	15.00	5.00	
Landfill	Used mobile home axle purchase, per axle	<del>100.00</del>		<del>(100.00)</del>	REMOVE
Landfill	Sweeper brush roller purchase, per sweeper	25.00	25.00	-	
Landfill	Landscaping Boulders, per ton if purchased on site	250.00	250.00	-	
Landfill	<b>Appliance Disposal Fee</b>			-	
Landfill	Stoves, washers, dryers, dishwashers	9.00	9.00	-	
Landfill	Water heater	5.00	5.00	-	
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00	15.00	-	
Landfill	Refrigerators / freezers - Commerical		25.00	25.00	Grocery/Deli/Convenient Store Fridge and Freezers, Ice Cream Freezers, etc.
Landfill	Microwaves	3.00	3.00	-	
Landfill	Propane tanks	5.00	5.00	-	
Landfill	<b>Tires</b>			-	
Landfill	Tire fee, pick-up, up to 20 lbs. without rim - Limit of 12 tires total	5.00	5.00	-	
Landfill	Tire fee, pick-up, to 40 lbs. with rim - Limit of 12 tires total	8.00	8.00	-	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim - Limit of 12 tires total	9.00	10.00	1.00	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim - Limit of 12 tires total	14.00	15.00	1.00	
Landfill	No Giant Tires or Tractor Tires Accepted	325.00	-	(325.00)	Giant and tractor tires not accepted
Landfill	<b>Mobile Home Disposal Fees</b>			-	<b>No mobile homes or travel trailers accepted.</b>
Landfill	<b>No mobile homes or travel trailers accepted.</b>		<b>Not accepted</b>		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	In-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Out-of-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Travel Trailers			-	No mobile homes, travel trailers, or campers accepted.
Landfill	In-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Out-of-County	Not accepted			No mobile homes, travel trailers, or campers accepted.
Landfill	Campers			-	
Landfill	In-county	62.00/ton + 25.00 surcharge	69.00/ton + 25.00 surcharge		\$25 surcharge, plus additional charge per ton
Landfill	Out-of-county	72.00/ton + 25.00 surcharge	79.00/ton + 25.00 surcharge		\$25 surcharge, plus additional charge per ton
Landfill	<b>Dead Animals</b>			-	
Landfill	Off-Load fee for dead animals	10.00	10.00	-	
Landfill	Commercial Hauler, per ton -- \$20.00 minimum	<del>60.00</del>		(60.00)	REMOVE
Landfill	In-county, per ton	62.00	69.00	7.00	
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	<b>Butcher Waste</b>			-	
Landfill	In-county, per ton	62.00	69.00	7.00	
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	<b>Hazardous Waste</b>			-	Hazardous Waste not accepted
Landfill	<b>Paint</b>			-	Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	62.00	69.00	7.00	Solidified or frozen latex or oil based paint only; must be in original container.
Landfill	Out-of-county, per ton	72.00	79.00	7.00	
Landfill	Fluorescent Light Tubes, per foot rounded up to nearest dollar	0.30	0.35	0.05	
Landfill	Compact Fluorescent Bulbs, each, rounded up to nearest dollar	1.00	1.25	0.25	
Landfill	Shatterproof Fluorescent Tubes, per foot rounded up to nearest dollar		0.55	0.55	
Landfill	U-Tube and Circular Fluorescent Bulbs		2.00	2.00	
Landfill	UV Lamps, per foot	1.00	2.00	1.00	
Landfill	HID Lamps, each	2.00	3.00	1.00	
Landfill	Non-PCB Ballasts, each		2.00	2.00	
Landfill	<b>Electronics</b>			-	
Landfill	<b>Undamaged</b>			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	Keyboard and Mouse	No Charge	No Charge		
Landfill	Printers	No Charge	No Charge		
Landfill	Televisions	No Charge	No Charge		
Landfill	Console televisions	No Charge	No Charge		
Landfill	VCRs/DVDs	No Charge	No Charge		
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	No Charge	No Charge		
Landfill	Fax machines	No Charge	No Charge		
Landfill	<b>Damaged</b>			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		
Landfill	Keyboard and Mouse	1.00	No Charge		
Landfill	Printers	3.00	3.00	-	
Landfill	Televisions	No Charge	5.00		
Landfill	Console televisions	No Charge	5.00		
Landfill	VCRs/DVDs	3.00	3.00	-	
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	3.00	3.00	-	
Landfill	Fax machines	3.00	3.00	-	
Landfill	<b>Asbestos</b>			-	*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus \$150 per additional ton	150.00	150.00	-	Minimum charge is \$150, \$150 per ton after minimum charge
Landfill	Each additional lb. over 2,000 lbs.	0.05	0.05	-	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	<b>Recyclable items</b>			-	
Landfill	Latex, liquid paint (original container)	No Charge	No Charge		
Landfill	Oil based liquid paint/stain (original container)	No Charge	No Charge		
Landfill	<b>RMA Commingled Recycling</b>		No Charge		Commingled recyclables accepted under RMA regulations
Landfill	Newspaper	No Charge	No Charge		
Landfill	Corrugated cardboard	No Charge	No Charge		
Landfill	Glass	No Charge	No Charge		
Landfill	Magazines	No Charge	No Charge		
Landfill	Tin cans	No Charge	No Charge		
Landfill	<b>Household Batteries</b>		No Charge		
Landfill	Car/truck batteries	No Charge	No Charge		Lead Acid Batteries Only
Landfill	Used automobile oil, 5 gallon limit, no barrels, no commercial customers	No Charge	No Charge		
Landfill	Antifreeze – Residential Customers	No Charge	No Charge		
Landfill	<b>Antifreeze – Commercial Customers (per gallon)</b>	0.50	1.00	0.50	
Landfill	<b>Other Landfill fees</b>			-	
Landfill	Yard debris, per ton			-	
Landfill	In-county, per ton (minimum applies)	62.00	69.00	7.00	
Landfill	Out-of-county, per ton (minimum applies)	72.00	79.00	7.00	
Landfill	<b>Wood Pallet Loads - Commercial Only, Clean</b>	35.00	37.00	2.00	no other wood, no metal except nails, no pressure treated, no plastic wrapping material, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	25.00	-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Landfill	Charge Account Landfill Card - Additional or Replacement Cards	10.00	10.00	-	Up to four cards will be provided for free to new accounts. Additional cards needed or replacement for lost cards
Landfill	Off-Load Fee	10.00	10.00	-	Boats, Trusses, etc. with signed waiver form
Landfill	Sign Space Rental - per year	150.00	150.00	-	
<b>Library</b>					
Library	Nonresident card fee			-	
Library	1 month	10.00	10.00	-	
Library	3 months	25.00	25.00	-	
Library	12 months	85.00	85.00	-	
Library	Interlibrary loan no-pickup fee	5.00	5.00	-	
Library	Collection fee, per account sent	10.00	10.00	-	
Library	Use of Library Meeting Rooms			-	Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	No Charge		Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	20.00	-	Any damages will be billed to user
<b>Museum</b>					
Museum	Use of Museum Community Room			-	
Museum	Non-Profit Organization, per hour	No Charge	No Charge		Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	No Charge		Any damages will be billed to user
<b>OSU Extension</b>					
OSU Extension	<b>4-H Clover Club Building Rental Rates</b>			-	
OSU Extension	Griffin Classroom			-	
OSU Extension	Non-Profit Organization, per hour	30.00	30.00	-	
OSU Extension	Non-Profit Organization, entire day	150.00	150.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	45.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	200.00	-	
OSU Extension	Assembly Room			-	
OSU Extension	Non-Profit Organization, per hour	40.00	40.00	-	
OSU Extension	Non-Profit Organization, entire day	200.00	200.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	55.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	250.00	-	
OSU Extension	Entire Building			-	
OSU Extension	Non-Profit Organization, per hour	50.00	50.00	-	
OSU Extension	Non-Profit Organization, entire day	250.00	250.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	75.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	350.00	-	
OSU Extension	Cleaning/Damage Deposit	300.00	300.00	-	
OSU Extension	Key Deposit	10.00	10.00	-	
OSU Extension	Copies/Prints			-	
OSU Extension	B/W 8½x11 Copy Paper	0.10	0.10	-	
OSU Extension	Color 8½x11 Copy Paper	0.50	0.50	-	
OSU Extension	Double-sided copies	Price is Doubled	Price is Doubled		

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
OSU Extension	Faxes			-	
OSU Extension	Local - Up to 10 pages	1.50	1.50	-	
OSU Extension	Long Distance - Up to 10 pages	2.50	2.50	-	
OSU Extension	Additional pages over 10, cost Per page	0.50	0.50	-	
<b>Sheriff's Office</b>					
Sheriff's Office	Administrative Research Fee, per hour	65.00	65.00	-	Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports) per disk	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00	10.00	-	
Sheriff's Office	over 10 pages, per page	0.25	0.25	-	
Sheriff's Office	Mailing materials	Cost of materials plus actual postage cost	Cost of materials plus actual postage cost		Covered in County-wide section
Sheriff's Office	Records check (paper) up to 10 pages	<del>Removed</del>	<del>Removed</del>		
Sheriff's Office	each additional ten pages or portion thereof	<del>Removed</del>	<del>Removed</del>		
Sheriff's Office	Criminal reports (audio)	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Criminal reports (video)	Replaced by Media Fee	Replaced by Media Fee		
Sheriff's Office	Photograph fees				Cost is dependent upon format/size of photograph. Contact CCSO for pricing details
Sheriff's Office	Garnishments		25.00	25.00	
Sheriff's Office	Electronic Fingerprinting, per card	15.00	15.00	-	
Sheriff's Office	Impounded auto processing fee	100.00	100.00	-	
Sheriff's Office	Electronic monitoring installation and set-up	50.00	50.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00	15.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Criminal Actions		45.00	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	45.00	per ORS 21.300
Sheriff's Office	Civil Actions and Proceedings		45.00	45.00	per ORS 21.300
Sheriff's Office	Service of documents in excess of 75 miles round trip - additional fee		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons at same address (per person)		25.00	25.00	per ORS 21.300
Sheriff's Office	Two persons at two different addresses (each address)		45.00	45.00	per ORS 21.300
Sheriff's Office	FED Summons & Complaint		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	per ORS 21.300
Sheriff's Office	FED Notice of Restitution		45.00	45.00	per ORS 21.300
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	per ORS 21.300
Sheriff's Office	FED Writ of Execution (base fee)		125.00	125.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$45 - Page 256 \$125)

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Sheriff's Office	Three or more persons (Inc. et al) (each person)		25.00	25.00	(Write of Execution Service \$80.00 + Service of Trespass Notice \$25 per person = \$155 for 3)
Sheriff's Office	Writ of Execution/Order of Assistance		80.00	80	
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	55.00	-	
Sheriff's Office	Real Property Foreclosure Sale	\$600 deposit + add'l actual costs	\$600 deposit + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Certificate of Redemption: (not included in Foreclosure Fees)		50.00	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Sheriff Deed: (not included in Foreclosure Fees)		50.00	50.00	as allowed per ORS 21.300(1)(c)
Sheriff's Office	Personal Property Foreclosure Sale	\$475 deposit + add'l actual costs	\$475 deposit + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: <a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>			-	<a href="https://co.crook.or.us/sheriff/page/civil">https://co.crook.or.us/sheriff/page/civil</a>

**Dog Licenses**

Dog License Fees					
Dog Licenses	<b>Yearly</b>			-	<b>Rabies vaccination must run concurrent with the license</b>
Dog Licenses	Unaltered, per year	25.00	25.00	-	
Dog Licenses	Altered, per year	10.00	10.00	-	
Dog Licenses	Unaltered, owner senior citizen (62+ years old), per year	12.50	12.50	-	
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00	5.00	-	
Dog Licenses	Livestock dog License, per year	5.00	5.00	-	(see CCC 6.04.085)
Dog Licenses	<b>3-Year</b>			-	
Dog Licenses	Unaltered	75.00	75.00	-	
Dog Licenses	Altered	20.00	20.00	-	
Dog Licenses	Unaltered, owner senior citizen (62+ years old)	37.50	37.50	-	
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00	10.00	-	
Dog Licenses	Livestock dog License	10.00	10.00	-	(see CCC 6.04.085)
Dog Licenses	Replacement tag	2.00	2.00	-	
Dog Licenses	<b>Kennel License Fee</b>			-	
Dog Licenses	<b>Yearly</b>			-	
Dog Licenses	Up to 10 dogs, per dog, per year	50.00	50.00	-	
Dog Licenses	Each additional adult dog over 10, per dog, per year	3.00	3.00	-	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	25.00	25.00	-	
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	1.50	1.50	-	\$25.00 for the first 10 dogs plus \$1.50 for each add'l adult dog
Dog Licenses	per dog, per year				
Dog Licenses	<b>3-Year</b>			-	

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Dog Licenses	Up to 10 dogs, for 3 years	100.00	100.00	-	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	6.00	-	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Owner senior citizen (62+ years old), up to 10 dogs, per year	50.00	50.00		
Dog Licenses	Owner senior citizen (62+ years old), each additional adult dog	3.00	3.00	-	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	per dog, per year				
Dog Licenses	<b>Ranch License Fee</b>			-	
Dog Licenses	<b>Yearly</b>			-	
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	5.00	-	
Dog Licenses	4+ ranch dogs, per year	15.00	15.00	-	
Dog Licenses	<b>3-Year</b>			-	
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	10.00	-	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	30.00	-	
<b>Road</b>					
Road	<b>County-Accepted and Maintained Roads</b>			-	
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will be applied. If plan				
Road	Construction Plan Review, base charge + charge per linear foot of County road	350.00	371.00	21.00	Base charge of \$371 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	175.00	185.00	10.00	Base charge of \$185 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	175.00	185.00	10.00	
Road	Cattle Guard Permit Fee	350.00	371.00	21.00	
Road	Consultant fee	Actual Cost	Actual Cost		Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
<b>Surveyor</b>					
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>				
Surveyor	Partition plat review and filing			-	
Surveyor	First 2 sheets	550.00	550.00	-	
Surveyor	Each additional sheet over 2	50.00	50.00	-	\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing			-	
Surveyor	First sheet	225.00	225.00	-	
Surveyor	Each additional additional sheet, boundary review	50.00	50.00	-	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee + \$85 per lot	\$900 base fee + \$85 per lot		Base fee of \$900 + \$85 per lot

Department	Fee Description	FY 24-25 Fee	FY 25-26 Fee	Change From Prior	Comments
		(\$) Effective 7/1/2024	(\$) Effective 7/1/2025		
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee + \$85 per lot	\$1,100 base fee + \$85 per lot		Base fee of \$1,100 + \$85 per lot
Surveyor	Post monumented subdivision	\$4500 + \$50 per post monument	\$4500 + \$50 per post monument		\$4,500 cash deposit + \$50 per post monument
Surveyor	Condominium plat review and filing	\$900 base fee + \$85 per unit	\$900 base fee + \$85 per unit		Base fee of \$900 + \$85 per unit
Surveyor	Affidavit of correction	110.00	110.00	-	
Surveyor	Oregon Corner Restoration Record	25.00	25.00	-	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	126.00	-	
Surveyor	Vacation review and filing	110.00	110.00	-	
Surveyor	Blue-line copies, per sheet	4.00	4.00	-	
Surveyor	Photocopies, per sheet	0.50	0.50	-	
Surveyor	Property line adjustment review and filing	300.00	300.00	-	
Surveyor	First sheet	300.00	300.00	-	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Each additional additional sheet	50.00	50.00	-	
Surveyor	Additional sheets	<del>50.00</del>	<del>50.00</del>	-	duplicate
Surveyor	Additional plat review caused by redesign, per hour	140.00	140.00	-	
<b>Weed Control</b>					
Weed Control	Inspection and Weed-Free Certification for rock pits	100.00	125.00	25.00	This fee pertains to rock pits only

**IN THE STATE OF OREGON  
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF**

**ORDER # 2025-11**

Ordering fees for fiscal year 2025-2026 budget, beginning July 1, 2025.

**WHEREAS**, ORS 294.160 requires the establishment of fees by county governing bodies by order or ordinance after providing the public an opportunity to comment; and

**WHEREAS**, this Order replaces any prior orders or amendments for fees for prior fiscal years (last amended on February 1, 2025); and

**WHEREAS**, this Order reflects changes to fees which have not been raised in the preceding six months.

**NOW, THEREFORE, BE IT ORDERED BY THE CROOK COUNTY BOARD OF COMMISSIONERS** that the fees outlined in the attached Exhibit A are set for the fiscal year 2025-2026 commencing upon the effective date of July 1, 2025, which shall continue in effect until amended by the Crook County Board of Commissioners or amended by operation of law:

**BE IT FURTHER ORDERED** that the Crook County Board of Commissioners adopts as part of the county fee schedule those fees authorized to be collected by local governments by Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws.

**BE IT FURTHER ORDERED** that County department heads may impose additional fees related to generating custom information and records searches requested by the general public not covered herein in an amount sufficient to recover the actual costs incurred in obtaining and preparing such information, including all wage and benefit costs related to production and supervision, transportation costs, duplications costs and any other costs which such search may require. In the event that a department head shall plan to charge such a fee, the department head shall give notice in advance, along with an estimated cost, and shall require payment in advance. In the event that final cost exceeds the estimated cost, the department head involved shall notify the requesting party that additional cost will be incurred and shall not deliver a final work product until full payment has been made. In the event that payment by the requesting party exceeds payment, refunds shall be made only after the requesting party has submitted a claims sheet to the county finance department through normal processes of reimbursement.

**BE IT FURTHER ORDERED** that fees shall be charged in accordance with the attached schedule unless waiver is authorized by the Crook County Board of Commissioners.

**BE IT FURTHER ORDERED** that these fees shall continue in effect until modified, amended, removed, or otherwise adjusted by the Crook County Board of Commissioners.

**BE IT FURTHER ORDERED** that County staff members are authorized to make formatting and pagination changes to improve readability, but which may not alter the fees described herein.

**BE IT FURTHER ORDERED** that no new fee shall be charged during the fiscal year unless first authorized by the Crook County Board of Commissioners or established by regulation, rule, statute, or law of the State of Oregon.

The above Order is hereby approved on this 7th day of May 2025.

CROOK COUNTY BOARD OF COMMISSIONERS:

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BRIAN BARNEY, County Commissioner, Board Chair

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SUSAN HERMRECK, County Commissioner

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SETH CRAWFORD, County Commissioner

## AGENDA ITEM REQUEST



**Date:**

4/22/2025

**Meeting date desired:**

04/30/2025

**Subject:**

*Support Letter for Route D- PacifiCorp's Blueprint South Transmission Line*

**Background and policy implications:**

*This letter is to express the Crook County Commissioners' support for Route D as the preferred routing alternative for PacifiCorp's Blueprint South transmission project.*

*The Blueprint South transmission line project is critical to relieve transmission system constraints and increase capacity for the growing population of Central Oregon and the needs of the Crook County economy. The project is also a massive undertaking, requiring 180 miles of a 250-foot right-of-way across private property and scenic, cultural, and wildlife resources.*

**Budget/fiscal impacts:**

*There are no budgetary and fiscal effects to support letter*

**Requested by:**

*Will VanVactor, Community Development Director  
will.vanvactor@crookcountyor.gov, phone 541-447-3211*

**Presenters:**

*Will Van Vactor*

**Legal review (only if requested):**

*N/A*



# Crook County

Mailing: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Physical: 203 NE Court Street • Prineville, Oregon 97754  
Phone (541) 447-6555

April 30, 2025

Central Oregon Operations Center  
Attn: Alisa Dunlap and John Aniello  
21000 NE Cooley Rd  
Bend, OR 97701  
via email: [Alisa.Dunlap@pacificorp.com](mailto:Alisa.Dunlap@pacificorp.com) and [John.Aniello@PacifiCorp.com](mailto:John.Aniello@PacifiCorp.com)

**Re: Support for Route D – PacifiCorp’s Blueprint South Transmission Line**

Dear Mr. Aniello,

The Crook County Board of Commissioners writes to express our support for Route D as the preferred routing alternative for PacifiCorp’s Blueprint South transmission project.

The Blueprint South transmission line project is critical to relieve transmission system constraints and increase capacity for the growing population of Central Oregon and the needs of the Crook County economy. The project is also a massive undertaking, requiring 180 miles of a 250-foot right-of-way across private property and scenic, cultural, and wildlife resources.

Among the routing alternatives, Route D is the common-sense preference. By utilizing existing corridors, in areas previously disturbed, and parallel to existing linear facilities, Route D represents the least disruptive option. Route D also avoids sensitive areas better than the alternatives and is the most direct route from Full Circle to Chiloquin. These factors work together to present a route that will allow PacificCorp to complete the Blueprint South transmission line project on the quickest timeline and for the lowest cost.

The Board supports efforts to increase grid capacity and reliability, particularly those that advance economic opportunity in Central Oregon. We view Route D as a responsible investment in the region’s energy infrastructure and believe it is the best alternative for moving this project forward with local and regional support.

We appreciate the opportunity to provide input and thank you for your extensive engagement with local governments and communities throughout this process.

Sincerely,

X

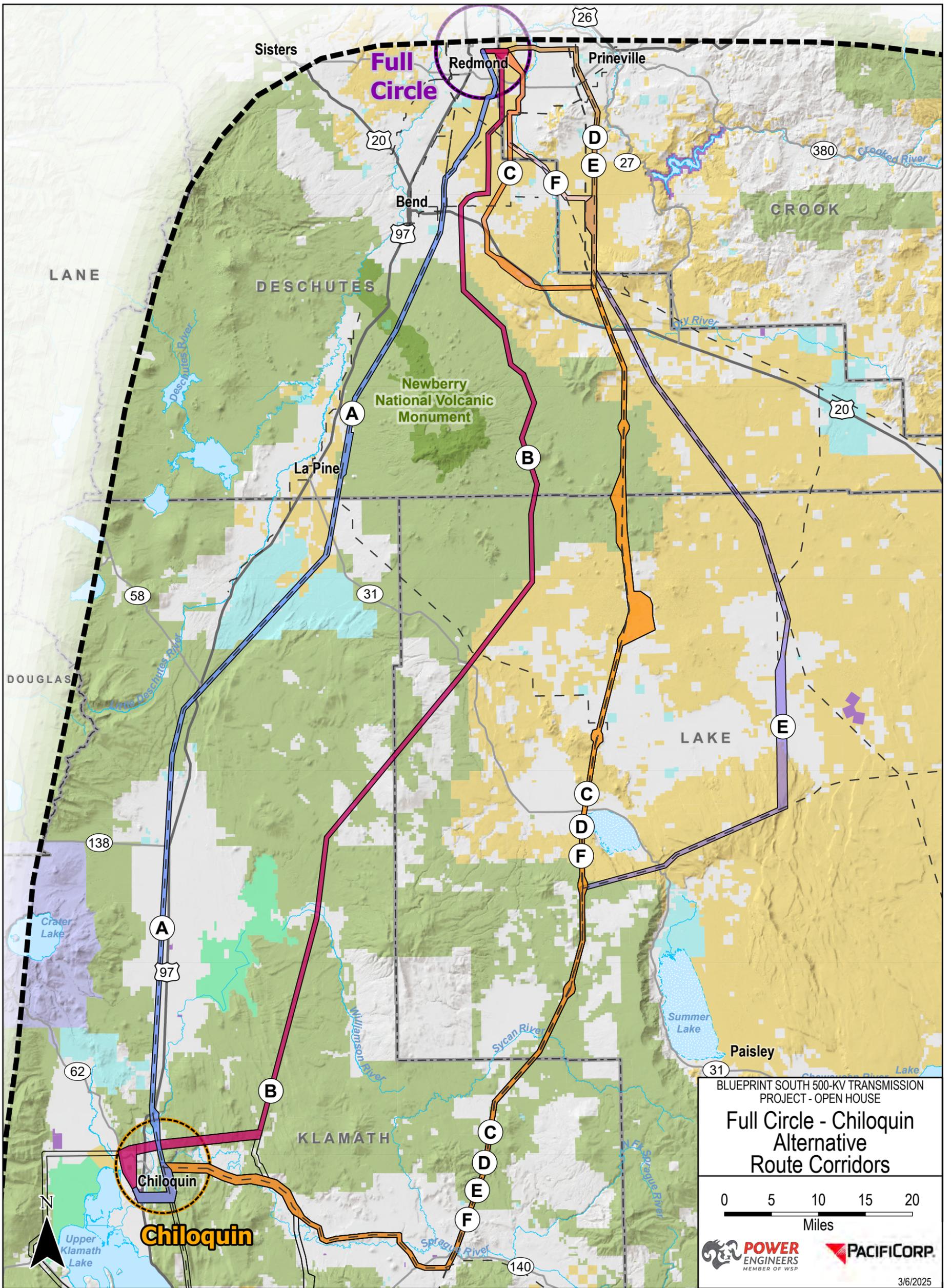
Susan Hermreck  
County Commissioner

X

Brian Barney  
County Commissioner

X

Seth Crawford  
County Commissioner



BLUEPRINT SOUTH 500-KV TRANSMISSION PROJECT - OPEN HOUSE

### Full Circle - Chiloquin Alternative Route Corridors

0 5 10 15 20  
Miles

**POWER ENGINEERS**  
MEMBER OF WSP

**PACIFICORP.**

3/6/2025

Project Components	Alternative Route Corridors	Reference Features	Jurisdiction	
Study Area	Route A	Existing Transmission Line	Bureau of Land Management	USFS Newberry National Volcanic Monument
<i>Substation Siting Areas</i>	Route B	Major Highway	National Park Service	Other Federal Land
Full Circle	Route C	Main Road	US Fish and Wildlife Service	State of Oregon
Chiloquin	Route D	County Boundary	US Forest Service	Private or Local
	Route E	Water Body		
	Route F	Intermittent Lake		

## AGENDA ITEM REQUEST



**Date:**

*April 29, 2025*

**Meeting date desired:**

*April 30, 2025*

**Subject:**

*Planning Commission Vacancy*

**Background and policy implications:**

*Shelby Duncan submitted his resignation from the Crook County Planning Commission, effective April 23, 2025. Shelby's term started January 8<sup>th</sup> of this year and was to run through December 31, 2028. Pursuant to Order 2022-52, the County needs to advertise this vacancy for a minimum of one month.*

*Relatedly, the window for applications for the previously vacant Planning Commission spot just closed on Monday, April 29<sup>th</sup> at 4pm. The County received six excellent, complete applications. Any of those applicants not selected for the Planning Commission or pro tem position will have the option of carrying their application forward to this next vacancy.*

**Budget/fiscal impacts:**

*N/A*

**Requested by:**

*John Eisler; Community Development Director*

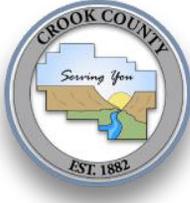
*John.Eisler@CrookCountyOR.gov*

*541-447-3211*

**Presenters:**

*John Eisler*

## AGENDA ITEM REQUEST



**Date:**

April 15, 2025

**Meeting date desired:**

April 30, 2025

**Subject:**

CDD Monthly Update

**Background and policy implications:**

Update on Department services, including permit and application activity.

**Budget/fiscal impacts:**

N/A

**Requested by:**

John Eisler

John.eisler@crookcountyor.gov | 541.447.3211

**Presenters:**

John Eisler

Randy Davis

**Legal review (only if requested):**

n/A

**Elected official sponsor (if applicable):**

# Community Development Department

Mailing: 300 NE Third St. RM 12, Prineville, OR 97754      ☐ Phone: 541-447-3211



## MEMO

TO: Crook County Board of Commissioners

FROM: John Eisler, Community Development Director  
Randy Davis, Building Official

DATE: April 15, 2025

SUBJECT: Community Development Activity Update – March 2025

Below is a summary of building, planning, onsite, and code enforcement activity for the last month.

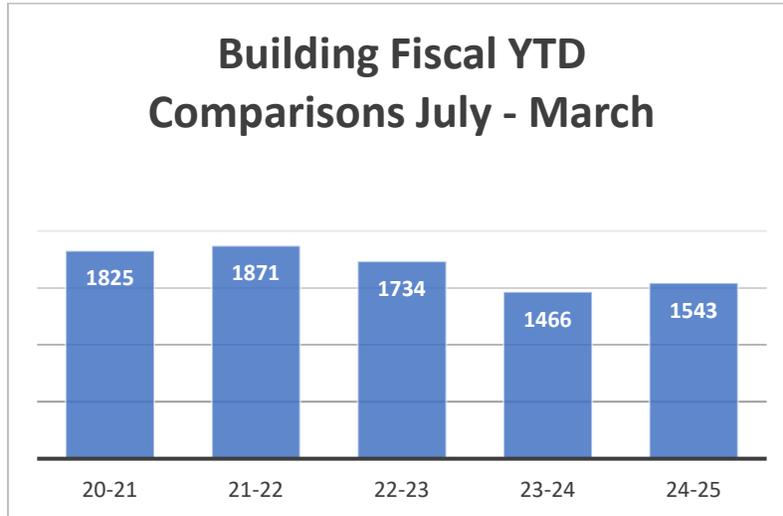
### **Building:**

#### Permits issued summary (March):

Permit Type	Number of Permits
New Residential Dwellings (Site Built or Manufactured)	16
Commercial (plumbing, electrical, structural, etc.)	39
Residential Permits (plumbing, electrical, mechanical etc.)	108
Residential Structural (shops, etc.)	22
Other (e.g. demo)	1
<b>TOTAL</b>	<b>186</b>

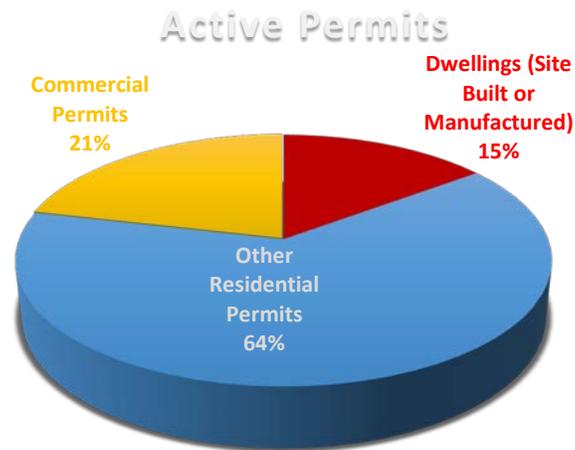
#### Comparisons:

Time Frame	Permits
March 2025	186
March 2024	179
YTD 2025	477
YTD 2024	461
Fiscal YTD 2024-25	1543
Fiscal YTD Comparison 2023-24	1466



Active Permits:

Permit Type	Amount Still Active as of end of March
Dwellings (Site Built or Manufactured)	173
Other Residential Permits	743
Commercial Permits	249



Daily Inspections:

<b>Inspection Type</b>	<b>Amount this month</b>
Residential	731
Commercial	126
All	857

Larger Projects Under Construction:

Apple Data Center
Area H & I of Prineville Campus
PRN1 Retrofit
F-5 Smokehouse
Humane Society – Dog Wing Addition
Chamber of Commerce
Rooster Restaurant/Bar
Convenience Store
Church/Community Center – Madras Hwy
Reserve at Ochoco Creek - Apartments
Cabins at Brasada Ranch
(3) Meteorological Towers – Bear Creek
Ochoco Reserve Civil
Tenant Improvement – Bookstore and Family Therapy

Larger Projects Under Review or Incoming:

Ochoco Reserve Apts - Revisions
Prineville Apartments (Ochoco Lumber)

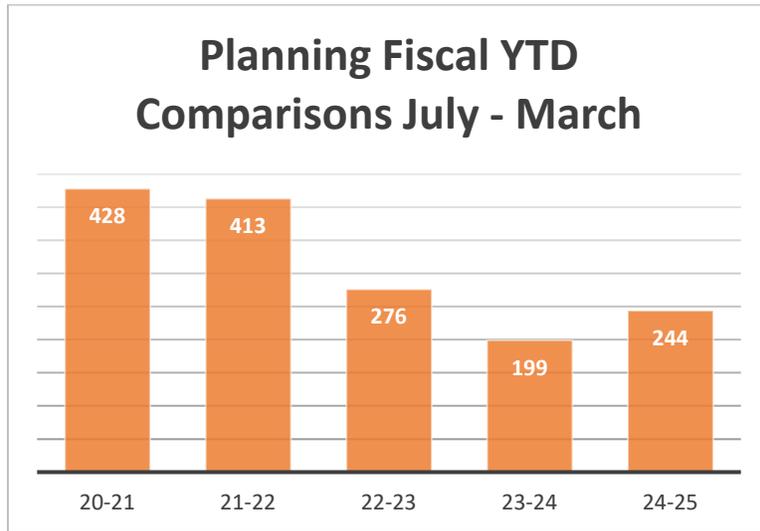
**Planning:**

**Applications received:**

<b>Application Type</b>	<b># of Applications (March)</b>	<b>YTD</b>
Appeals	0	0
Variance	0	0
Site Plan Review	16	57
Agricultural Exempt	1	1
Land Partition	1	1
Combine/Un-Combine Lots	0	0
Road Approach	2	8
Boundary Line Adjustment	1	4
Destination Resort	0	0
Conditional Use	1	1
Miscellaneous (Temporary Hardship Two-year renewals)	4	8
Sign	0	0
Extension	1	1
Subdivision	0	0
Amendment	2	3
Road Name/Rename	0	0
Lot of Record	1	1
Vested Right	0	0
<b>TOTAL</b>	<b>30</b>	<b>85</b>

**Comparisons:**

<b>Time Frame</b>	<b>Permits</b>
March 2025	30
March 2024	25
YTD 2025	83
YTD 2024	57
Fiscal YTD 2024-25	244
Fiscal YTD Comparison 2023-24	199



Notable Land Use Applications:

Request	Status
Raasch (Moffatt Rd Solar Farm LLC) – Commercial Solar Facility	In Review – PC Hearing Tentatively May
Hegele – Comp Plan Amend & Cond Use	Planning Commission CU – April 9
Flood Plain Code Update	BOCC April 16
Lester – Zone Map Amendment to rezone property already designated through Powell Butte Study	In Review – PC Hearing in May
Private Air Strip on Lone Pine Property	In Review – PC Hearing in June
West Prineville Commercial Solar Facility	BOCC May 9
TSR North Commercial Solar Facility	BOCC May 29 & June 18
UGB Expansion for Biomass	PC tentative end of April – BOCC July
DOD Military Overlay	PC April 9 - BOCC August

Notable City Land Use Applications:

Request	Status
Phase 3 & 4 Ironhorse Subdivision	Hearing April 15

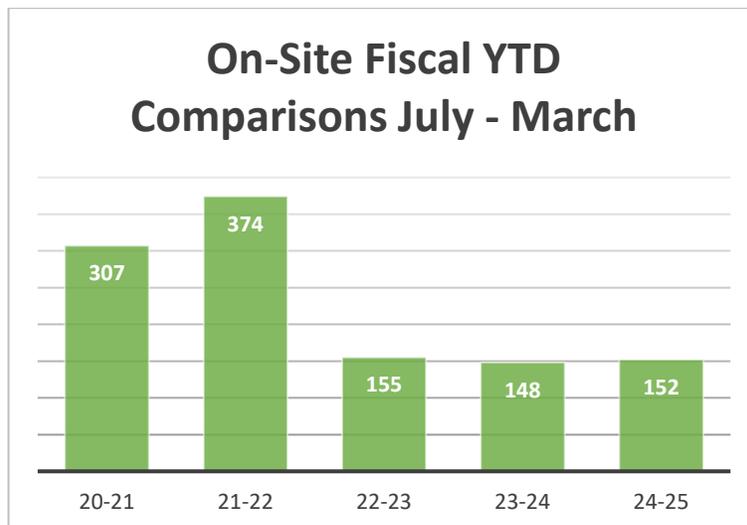
**On-Site:**

**Applications (March):**

<b>Application Type</b>	<b>Number of Applications</b>
Residential Authorization	3
Commercial Authorization	0
Construction Permit (Residential)	5
Construction Permit (Commercial)	0
Repair (Major) - Residential	1
Repair (Minor) - Residential	2
Repair (Major) – Commercial	0
Repair (Minor) - Commercial	0
Residential Site Evaluation	4
Commercial Site Evaluation	0
Alteration (Minor) – Residential	0
Alteration (Major) – Residential	0
Alteration (Minor) - Commercial	0
<b>TOTAL</b>	<b>15</b>

**Comparisons:**

<b>Time Frame</b>	<b>Permits</b>
March 2025	15
March 2024	20
YTD 2025	37
YTD 2024	46
Fiscal YTD 2024-25	152
Fiscal YTD Comparison 2023-24	148



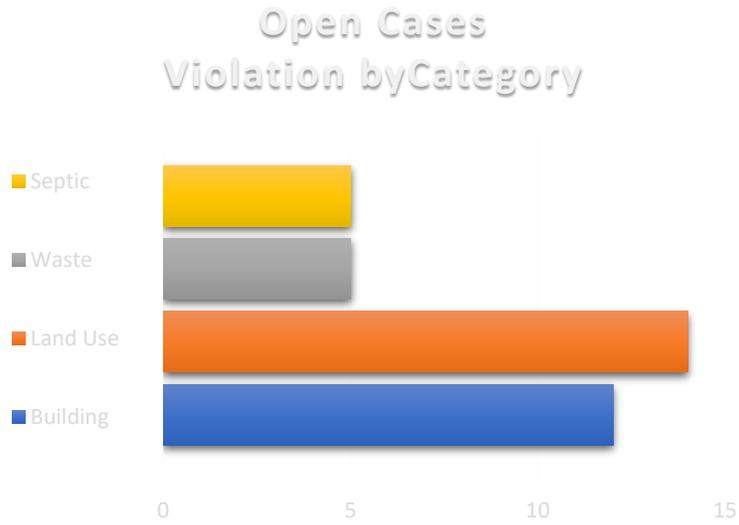
**Code Compliance:**

**Case Activity:**

Opened in March: 13  
Closed in March: 6

**Case Load (Total violations from open cases):**

<b>Year</b>	<b>Building</b>	<b>Land Use</b>	<b>Waste</b>	<b>Septic</b>
YTD 2025	12	14	5	5





# Crook County

Mailing: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Physical: 203 NE Court Street • Prineville, Oregon 97754  
Phone (541) 447-6555

April 30, 2025

RE: Mosaic Community Health - Conners Campus State Bond Request

Dear Senator Lieber and Representative Sanchez,

For over half a century, Federally Qualified Health Centers (FQHCs) have played a pivotal role in delivering affordable primary and preventive care, alongside dental, behavioral health, pharmacy services, and other vital health provisions to our nation's most vulnerable populations and medically underserved areas. In our region of Central Oregon, Mosaic Community Health (Mosaic) stands out as the largest community health center, catering to the needs of over 32,000 patients.

Originating from Prineville 22 years ago, Mosaic now operates 16 health centers across Bend, Madras, Prineville, and Redmond, which include three pharmacies, seven School-Based Health Centers, and a Mobile Clinic dedicated to serving individuals experiencing homelessness. Mosaic's integrated care model extends beyond the scope of traditional medical services by incorporating a comprehensive, team-based approach. This methodology ensures a well-coordinated network of medical and dental care, behavioral health and substance use disorder services, nutrition services, and pharmacy solutions, resulting in enhanced patient outcomes and significant health care system cost reductions.

We, the Crook County Board of Commissioners, firmly support Mosaic's request for a \$4 million State Bond to aid the development of the Conners Campus in East Bend, slated for completion by the end of 2026. While the campus will be located in Bend, its impact will resonate throughout Central Oregon, benefiting the residents of Crook County profoundly. The new facility will centralize pediatric, family practice, behavioral health, pharmacy, and dental services, offering comprehensive and integrated health services in one convenient location to primarily low-income, underinsured, and uninsured patients across the greater Bend area, including those commuting from neighboring towns.

We appreciate your consideration of this crucial project, which promises to enhance the health infrastructure of our region significantly.

Sincerely,

X

Susan Hermreck  
County Commissioner

X

Brian Barney  
County Commissioner

X

Seth Crawford  
County Commissioner