

## Marion County Fair Board

*To promote the diverse agricultural and cultural heritage of Marion County  
through active participation of its citizens.*

### Monthly Meeting

Floral Bldg. Oregon State Fairgrounds, Salem OR

June 26, 2019 5:30 PM

#### In Attendance

**Board Members Present:** Mike Adams, Joel Conder, Brandi Crandall, Heidi DeCoster, Shannon Gubbels, Ken Outfleet

**Guests:** David Beem, Jill Ingalls, Ingalls & Associates; TCB Security- Matt Frank, Randy Hicks

**Staff:** Denise Clark, Tamra Goettsch, Fair Temporary Staff- Annette Howe, Elizabeth Thomas, Carter Williams

#### I. **Call to Order/Introductions**

II. **Public Comments-** None

III. **Approval of June 5, 2019 Meeting Summary Notes-** Heidi made a motion to approve the notes; Brandi seconded. Motion passed.

IV. **Financial Report-** Brandi

Revenue is up in Commercial Vendors, Food Vendors, and Real Heroes' fees.

Joel expressed concern regarding shade tents placed in front of the stage; the vinyl causes sound to bounce. Jill indicated that the orientation of the tents and the speaker placement will make a difference.

Budget change request forms changes from last month are reflected in the current budget document.

Heidi made a motion to accept the Treasurers' Report as presented; Shannon seconded the motion. Motion passed.

#### V. **Items of Special Interest**

New Budget Change Request Forms:

- Van increase cost of \$399.94; this is for a second 15 passenger van. Restless Heart will be picked up at PDX on Thursday and taken back at 3:00 AM on Saturday. Joel feels we will need only one 15 passenger van and then one other vehicle. Brandi made a motion to approve this expenditure should it be needed; Shannon seconded. Motion Passed.
- Increase of \$1170 for lights, sound, and stage. The stage costs went up for the stage that Cascade Sound rents due to the size needed. Brandi made a motion to approve this expenditure; Heidi seconded. Motion passed.

4H Premiums Increase- Joel

With more kids participating in 4H at the fair this year, there is the potential for the need for increased premium money. The county currently contributes \$3,000 for premiums; the Fair Foundation (FF) contributes approximately \$10,000.

Discussion was held on how to address the increase in premiums' cost.

- Change the amount given for each ribbon level.
- The FF has not received a request for increased funds from Melanie.
- The fair board has the authority to set the premium rate; 4H and the FF do not have the authority.
- Joel said that Nathan Leao is now a member of the FF.
- The FF is willing to increase the amount they contribute; they feel that the county should also increase their contribution as the county has not increased the amount they contribute for many years.
- Brandi noted that the expense to operate the fair in general has gone up.
- This fair pays out more in premiums than other fairs.
- The FF did not ask the FB before they increased the premiums to Blue-\$6, Red- \$3 and White- \$2 a couple of years back.
- Tamra is concerned about gate receipts and the associated revenue for the coming fair. There are competing local events happening during our fair.
- It was suggested to reduce the blue ribbon premium to \$5, keeping the other ribbon amounts the same as they've been.

Brandy made a motion to approve establishing the 4H premiums as Blue-\$5, Red- \$3 and White- \$2 and commit to sharing in the increased cost of the premiums with the Fair Foundation at the rate of FF- 75%, the county-25% (up to \$1000); Shannon seconded the motion. Motion passed.

Joel asked Tamra to send a letter to the FF requesting an increase in premium money for 4H with the above parameters.

It was suggested to add a general discussion to the fall meeting agenda regarding increasing 4H/FFA and Public Competition premiums.

## **VI. Emergency Plan Review**

- Matt Frank, the COO of TCB, will not be at our event this year; the on-site supervisor will be Randy Hicks. Their phone numbers will be updated in the plan document.
- Jill suggested people put the emergency contact numbers in their cell phones. (Contact numbers will be listed on the back of members' name badges.)
- Add the language "when in imminent danger" around using the words "Code Zero," and also a person is to include their location when reporting.
- The address for the Oregon State Fairgrounds is 2330 17<sup>th</sup> ST NE Salem, Oregon.
- If someone is transported by ambulance, this information needs to be disseminated to all. An Incident Report needs to be completed and turned into the fair office.
- Add the non-emergency number of Marion County Dispatch. Non-emergencies include such things as theft, dogs in cars, human welfare, etc.
- When getting instructions from a 911 dispatcher, you can put the phone on speaker and then set it down to be able to carry out their hands-on instructions.
- When describing a lost child, pay attention to their shoes; those are not as easily changed out as the rest of their clothing might be. A nefarious person trying to take the child may attempt to change their appearance by replacing their clothes with something else.

- Security will have a dispatcher on-site from 4 PM- 12 AM. This is a point of contact to be able to relay needs out to security on the grounds. Security on the grounds will have two radios, one that reaches security and one that reaches fair personnel.
- The Good Samaritan Law states that you can only operate within your training when trying to help someone with an emergency.
- When providing a description as a witness, include sex, race, age, physical description, clothing, and anything distinguishable like glasses, tattoo, hat, etc.
- Concealed carry and open carry are allowed on the fairgrounds; we don't "discourage or encourage it." Tamra will check on what the county says about fair personnel or volunteers carrying.
- When there is an active shooter and police are coming in fast, raise your hands, spread your fingers, and run away from the incident area.

Jill will address emergency plan items with the volunteers at the volunteer orientation to be held tomorrow evening June 27.

**Meeting Adjourned: 7:39 PM**