

## Marion County Fair Board

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

### Monthly Meeting

Log Cabin, Oregon State Fairgrounds

June 28, 2017 5:30 PM

In Attendance:

**Present:** Brandi Buxton, Joel Conder, Shannon Gubbels, Nathan Leao, Dylan Wells

**Key Volunteers:** Amy Goulter-Allen

**Staff:** Denise Clark; Aneesa Field, Office Temporary Staff; Tamra Goettsch; Kalie Harper, Office Temporary Staff; Annette Howe, Office Temporary Staff

**Guests:** Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H; John Braun, Creative Security ; Anita Stark, Creative Security

### Emergency Plan Review-

Highlights:

A "Code Adam" is used in reference to both a lost child and a lost parent. In the event of a "Code Adam," move to channel 2 on the radio; everyone should be silent until the full description is given. (Don't broadcast the description over the radio for the listening public to hear.) Those involved in the search should move away from others when listening to the description or receiving other pertinent information. Always wait for the person to finish the description before asking any questions.

Let the authorities make the determination that the parent (or guardian) and child are the correct match. Don't allow the first person who comes up for the child, take the child away; those in authority will make that decision.

There are no significant changes to the 2017 Emergency Plan, however be aware that the 4<sup>th</sup> of July is a big weekend and may cause some tension or issues due to people being exhausted.

Regarding personal assaults, the current trend is knifings, not shootings. Knifing incidents are to be treated the same as active shooters; have a good description of the person who has the knife. At a county fair there may be many people that carry a knife; it is not illegal for someone to have a sheath knife on the fairgrounds.

Know how to describe your location for accuracy when helping with an emergency. Anyone carrying a radio needs to be familiar with the grounds after the fair opens as the landscape significantly changes with the addition of booths and other event structures.

Watch for unusual characters; report any suspicious activity.

Bomb threat protocols, as well as an Incident Report form, are both included in the Emergency Plan packet. Bodily injury or property damage incidents are to be reported by filling out the form and then filed in the fair office.

Medical personnel will be familiar with the grounds and will be on-site from set-up to close of the fair.

Name tags will have emergency contact information listed on the back side of the tag. If you carry a radio you will have that information.

The fair does provide designated smoking areas. As smoking is not allowed in any other place besides the designated areas, remind people to go to those locations if they wish to smoke. Designated smoking areas are located near the 4H Auditorium close to the main stage, as well as by the bronze sculpture near the horse stadium.

In the case of an active bomber, shooter, or knifing incident, remember to pick specific and distinguishable traits such as size, hair color, face, or skin type; don't focus on the clothing. Birthmarks and tattoos also provide good descriptors of an assailant.

If a suitcase or backpack appears to have been left behind, do not pick it up, leave it where it is and report a "suspicious" item.

It is legal to carry a concealed weapon on the fairgrounds; "open carry" is also legal. An exception is that volunteers cannot carry a weapon.

**Load out-** The barns will close at 5:00 PM on Sunday. The goal is to have the general public out of the barns area before there is any vehicle movement onto the grounds. Vehicles will go in one direction and out another. The horse awards ceremony will be held at 5:00 PM; that should stop any movement of horse trailers. The barns will be "walked" from east to west clearing the barns before vehicles will be allowed in.

The market auction people will have the silver gate open late on Saturday night for the animal removal traffic.

The state fair locks will be removed off of the gates replacing them with new Marion County locks. New keys will be given to select individuals.

Due to issues in the past with people entering the fair without proper credentials, no leniency will be provided on the first day of the fair in regards to entry; wristbands need to be worn in order to gain entry into the fair. Some people work in jobs in which they can't wear a wristband (such as a construction worker) however these are "few and far between" and will be dealt with accordingly. Currently the biggest problem area is at the blue gate.

The gray gate is open 24 hours.

A revision to the ADA law states an assistant animal can only be a dog or a small horse. The animal has to be identified as one that performs a service. It is legal to ask if the animal does provide a service, however it is illegal to ask what that service is. If the animal is not in control, even if it is an ADA registered animal, it can be removed from the fairgrounds. For fair goers safety, the behavior of the animal will be addressed first. No dangerous animals, such as a python, are allowed.

Thursday afternoon is 4H's "cat and pocket pet day"; they will enter through the exhibit hall.

Jill encouraged everyone to thoroughly read the Emergency Plan on their own time. If there are any questions, please contact Jill.

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## **Regular Fair Board Meeting**

Approval of the June 7, 2017 meeting summary notes- there will be a clarification on the fair volunteer appreciation meeting being held in September. Shannon made a motion to accept the summary notes with the clarification made. Brandi seconded the motion; motion passed.

After the fair, Mary Grim will be sending out a volunteer survey through *Survey Monkey* to all of the volunteers to get their feedback on this year's fair experience.

**Financial Report- Brandi**

Reflected in the current budget document is what has actually been paid/received year to date. Changes since last month include:

Revenue-

- Food Booth Fees: \$3,260
- Commercial Vendor Fees: \$18,701
- Sponsor Fees: \$32,424

Operations Charges-

- Fair Event Coordination \$30,000
- Electric Signs \$750
- Marketing \$750
- Program design, printing and promotion \$800
- Flyers, maps, and schedule \$554.36
- Local Entertainment \$5500 (adopted, not spent yet)

The t-shirts figure of \$2,474 is for the 4H/FFA youth t-shirts only, not for both 4H/FFA and volunteer shirts.

Shannon made a motion to approve the amended budget with the 4H/FFA youth shirts now being listed as \$2,474; Brandi seconded the motion. Motion passed.

**Budget Change Request Forms:**

The volunteer t-shirts will cost \$398. In reviewing last year's left over inventory it was determined that there was a need for more t-shirts and additional sizes for this year. (This will replace the \$1,237 figure currently listed under "Volunteer T-Shirts.") The money will be taken out of Carry Over.

The lights, sound, and stage line item needs to increase by \$275 for a total of \$14,282. This is due to increasing the size of the stage for Diamond Rio. (Jill said Cascade Sound helped us by calling the band and negotiating some of the requirements/costs down for us.)

Budget Item	Previously	Corrected/Updated
Volunteer T-shirts	\$1,237	\$398
Lights/sound/stage	\$14,007	\$14,282

Brandi made a motion to approve the budget change request forms increasing the lights, sound, and stage by \$275 and increasing the volunteer t-shirts to \$398; all to come out of Carry Over. Joel seconded the motion; motion passed.

Tamra noted that each year's carryover should stay at around \$40,000. She feels that the fair should have plenty of resources available as we make these adjustments with the sponsorship money that is coming in and an expected increase in attendance/gate receipts.

**Garten Food Vendor Requirements:**

Garten asked for changes in the food vendor requirements (increasing the costs to food vendors) to meet the zero waste objectives this year. We asked them to provide a grace period for this year; they agreed. Tami will bring back the issue to the September meeting. She will be talking with Public Works about their interests in the zero waste endeavors. (Judy Skinner will attend the food vendors' meeting to discuss the zero waste requirements.)

Brandi suggested a possible compromise to the food vendors' increased costs of using compostables would be to cut back the food vendor percentage due to the fair.

Joel suggested having Public Works coordinate the purchase of the compostable products, as well as the distribution to the food vendors.

Joel will be the point person again for the food vendor orientation meeting this year. Brandi will accompany him in order to be able to conduct the meeting in subsequent years. The food vendor meeting will be held in the floral building at 8:30 AM on Thursday morning. (Denise will notify all those involved of this change in time from the usual Wednesday night before fair slot.)

Joel would like to see the electrician be available until 8:00 PM on Wednesday night to address the food vendor set-up needs.

**Meeting adjourned:** 6:50 PM.